

# Fire Safety Policy

FIRE SAFETY POLICY	
<b>Purpose</b>	To provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Harrison Housing Community and to protect Harrison Housing's assets.
<b>Applies to</b>	All Harrison Housing Employees, Trustees, Contractors, Consultants, Volunteers, Residents and their Visitors.
<b>Date first implemented</b>	December 2024
<b>Author</b>	Asset Manager
<b>Date first approved by Leadership Team</b>	December 2024
<b>Date first approved by Board of Trustees</b>	December 2024
<b>Review Frequency</b>	Every 3 Years or if significant changes to the organisation, legislative change, or serious incident.
<b>Service Area</b>	Asset Management
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CONSEQUENTIAL AMENDMENTS (made prior to full policy revision)		
Amendment Date	Nature of Amendment	Revised by

VERSION HISTORY			
Revision Date	Version No.	Revised by	Approved by

CURRENT POLICY REVISION	
<b>Date revised</b>	November 2024
<b>Revised by</b>	Asset Manager
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<b>Board of Trustees Approval date</b>	December 2024
<b>Next revision due</b>	December 2027

## 1. Introduction

- 1.1 Harrison Housing (HH) is committed to providing a safe environment for its staff, residents and visitors. Part of this safety responsibility is delivered via the provision and management of fire safety systems and procedures. All staff, and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.
- 1.2 HH operates, or is responsible for, a range of premises with varied fire risks, and the approach to fire safety has to be tailored to each scheme. This policy aims to define the approach of HH to fire safety in the following areas:
- Arrangements and Responsibilities
  - Fire Risk Assessment (FRA)
  - Competency
  - General Fire Safety Arrangements
- 1.3 Fire is recognised as a major threat to the activities of HH. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

## 2. Statement of Intent

- 2.1 HH will ensure, so far as is reasonably practical, that the risk associated with fire will be managed in compliance with the *Regulatory Reform (Fire Safety) Order 2005 (RRFSO)*, as amended by the *Fire Safety Act 2021* and the *Fire Safety Regulations 2022*.
- 2.2 Also, with the Regulatory Standards – Fire Safety is covered by the Safety & Quality Standard which requires meeting all statutory requirements for the health and safety of occupants.
- 2.3 The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the HH community and to protect HH's assets.

## 3. Implementation

- 3.1 All staff will be made aware of this policy through Harrison Housing's internal communication channels, including email.
- 3.2 Changes to this policy and its associated procedure, if applicable, will be communicated to all staff.

- 3.3 All staff will be required to read this policy, and to confirm that they have read and understood it.
- 3.4 This policy will be published to residents through our website.

## **4. Arrangements and Responsibilities**

**The Board of Trustees has overall responsibility for ensuring that HH adheres to this Fire Policy.**

**Health and Safety Compliance, including Fire Safety, is monitored via quarterly KPIs, which are reported to the Board of Trustees.**

### **4.1 Chief Executive Officer – Responsible Person**

- 4.1.1 The Fire Safety Policy applies to all premises and activities within HH's control. The policy sets down the framework by which HH will undertake the relevant duties. The main responsibility for statutory compliance with the RRFSO is held by HH with the management and supervision of the regulation devolved via the Chief Executive to the Leadership Team and staff.
- 4.1.2 The RRFSO requires each employer, the responsible person and person who has control of a relevant premises, to any extent, to carry out an assessment of the premises to identify any risks to the safety of relevant persons in respect of harm caused by fire and to take all reasonable fire safety measures to ensure the safety of relevant persons within the relevant premises.

### **4.2 The Leadership Team is responsible for:-**

- 4.2.1 Ensuring that residents are at the forefront in terms of fire safety.
- 4.2.2 Ensuring that staff receive suitable fire safety induction and specialist training appropriate to their work and have access to any relevant information.
- 4.2.3 Ensuring that employees of HH are involved with the development and management of good fire safety practice.
- 4.2.4 Setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment.

### **4.3 Asset Manager**

- 4.3.1 The Asset Manager will be assisted by the Surveyor, Housing Manager and Office Manager and will:-

- 4.3.2 Ensure that fire safety systems are implemented and maintained consistently.
- 4.3.3 Ensure that record keeping systems are devised, implemented and maintained.
- 4.3.4 Ensure the effective monitoring of this document.
- 4.3.5 Ensure that any fire-related incidents which are required to be reported to the enforcement authorities are duly reported and ensuring HH cooperates with any subsequent investigation.
- 4.3.6 Ensure that the recommendations of the Fire Risk Assessment provider and Fire safety contractor are reviewed. They will ensure that adequate arrangements are in place in relation to fire safety compliance in order that HH can fulfil its statutory duties including its monitoring role.
- 4.3.7 Ensure that planned programmes are put in place to correct any identified fire safety defects.
- 4.3.8 Ensure that the required actions identified from Fire Risk Assessments are implemented seeking appropriate advice from the Fire Risk Assessor and/or Fire Safety Consultant if required.
- 4.3.9 Coordinate a programme of Fire Risk Assessments and reviews.
- 4.3.10 Ensure all relevant members of staff have access to fire safety information, including copies of the Fire Risk Assessment.
- 4.4 **The Housing Manager will**
  - 4.4.1 Ensure that where staff or Service Users require Personal Emergency Evacuation Plans that these are in place.
  - 4.4.2 Ensure that escape routes are properly marked and are kept clear at all times to enable prompt and timely evacuation.
  - 4.4.3 Ensure that HH Housing team complete required tasks within required timescales.
  - 4.4.4 Ensure all scheme staff are aware of fire safety arrangements and building specific fire action notices and ensure all staff complete fire safety training and/or other fire safety training relevant to their role.

## 4.5 **Line Managers**

4.5.1 All new employees shall be informed of the fire safety provisions that are relevant to the workplace. The line managers are responsible for ensuring that arrangements are made to ensure new employees are advised of the following:

- Fire action arrangements, including the Fire Safety Policy
- Means of escape within the premises
- Location of fire exits
- Location of fire-fighting equipment
- Details in relation to relevant findings of the fire risk assessments
- Dangerous substances

## 4.6 **Scheme Managers will**

4.6.1 Manage the fire safety of schemes and carrying out regular inspections of the site.

4.6.2 Complete and record weekly testing of the fire detection systems within schemes and report any faults to the Office Manager.

## 4.7 **Fire Marshalls**

4.7.1 Fire Marshall training is provided by HH and Fire Marshall duties include:

4.7.2 Being familiar with all exit routes from the building in which they normally work and to advise others of exit routes.

4.7.3 Drawing the attention of the Asset Manager to any deficiency or obstruction on these routes.

4.7.4 Instructing personnel in the area in which they find themselves to vacate the building pausing only to make any equipment safe.

4.7.5 Guiding personnel along exit routes and helping those whose routes are obstructed to find alternative routes. Instructing personnel outside the building to clear the approach roads and to congregate in the recognised assembly areas and not to re-enter the building until so instructed by a senior Fire and Rescue Services Officer.

4.7.6 Reporting the successful evacuation of their area of responsibility to the member of the Leadership Team present who is responsible for the evacuation.

## 4.8 All Employees

- 4.8.1 HH expects all employees to exercise their responsibilities both for their own personal health and safety and for the safety of all others that may be affected by their acts or omissions. It is the duty of all employees to:
- 4.8.2 Notify their line manager if they are concerned about any aspect of fire safety, whether of a personal or corporate nature.
- 4.8.3 Be familiar with HH's Fire Safety Policy and to comply with any instructions and procedures.
- 4.8.4 Co-operate with HH to enable it to comply with statutory obligations or any other reasonable fire safety requirements.
- 4.8.5 Use properly, and not to interfere with any equipment, materials or facilities provided for use at work in the interest of fire safety.
- 4.8.6 Be familiar with the emergency arrangements for their place of work and ensure that all fire-related incidents, however trivial, are reported.
- 4.8.7 Ensure that any hazards or dangerous practices which may affect fire safety are reported to their line manager.
- 4.8.8 Ensure that any personal equipment brought into the workplace is suitable for its intended purpose, well maintained and in full working order.

## 5. Fire Risk Assessment (FRA)

- 5.1 HH will appoint on a periodic basis a competent and qualified Fire Risk Assessor.
- 5.2 Fire Risk Assessments are undertaken for each scheme under the direction of HH and in accordance with the guidelines set out in the RRO.
- 5.3 **Fire Risk Assessments will include:**
  - 5.3.1 A description of the premises being assessed, including the size and approximate age of the building.
  - 5.3.2 Identification of the persons using the building and who may be at risk in the event of a fire. This should include any staffing arrangements and the types of visitors, service users and clients that may be present.
  - 5.3.3 Identification of the hazards and the measures in place to reduce the risk from fire. For example the gas and electrical supply in place and the inspection & maintenance arrangements. This should also include details of

any flammable storage, what measures are in place to manage the risk of arson and arrangements for managing contractor work on site.

- 5.3.4 Details of the evacuation routes, comment on travel distances and final exits. There should be reference to the frequency of evacuation drills as well as identification of the evacuation/ stay-put arrangements and external assembly areas etc.
- 5.3.5 Identification of the fire separation arrangements such as fire doors and other compartmentation.
- 5.3.6 Detail of a fire alarm system, emergency lighting and the firefighting equipment (FFE) on site.
- 5.3.7 Recording and testing of fire alarms and FFE.
- 5.3.8 Reference to signage, such as directional and fire action notices.
- 5.3.9 Identification of any staff training, such as attendance to drills, specific classroom based training and any additional training & guidance for fire marshals.
- 5.4 To facilitate the risk assessment process all relevant HH premises will be categorised based on the risk posed to life and property and will be reviewed on a regular basis and whenever any material changes are likely to impact on the fire safety provision.
- 5.5 The undertaking of FRAs and reviews will be the responsibility of the Asset Manager. Where necessary a report will be produced with specific recommendations for the improvements of fire safety provision within the relevant premises concerned. These will include actions required to be undertaken by those responsible for particular buildings as well as actions which will possibly require structural modifications to the building. These recommendations will be prioritised in terms of urgency of action.
- 5.6 All FRAs are to be stored in an electronic drive for access by relevant HH staff. Copies should also be held on site at each scheme.

## **6. Fire Safety Management**

### **6.1 Fire Action Notices**

- 6.1.1 Fire action notices are located at various points within all relevant HH premises and detail the relevant information from the fire action plans. All employees are required to be familiar with these notices as well as the detail within the fire action plans.

6.1.2 Each notice will clearly indicate the following:

- Evacuation procedures
- The location of the assembly point if applicable
- Simple guidance on actions to be taken

## 6.2 Fire Doors

6.2.1 Fire doors are doors that are designed to restrict the spread of fire and the products of combustion within a predicted time period and will normally feature a self-closing device. All fire doors are marked accordingly and should be kept closed at all times.

6.2.2 The use of wedges and other items to hold open devices is not permitted and is positively discouraged.

6.2.3 The use of electromagnetic hold open devices on fire doors may be considered in some instances.

## 6.3 Exit Routes

6.3.1 All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure.

6.3.2 All exits shall be maintained clear, free from any obstruction and all final exit doors require to be easily and immediately openable from the direction of travel. Additionally, the surface finish to wall linings within stair enclosures and protected routes shall be maintained free from any form of combustible wall decorations.

6.3.3 Noticeboards will be accepted in such areas as long as they are enclosed and effectively managed.

## 6.4 Fire Fighting Equipment (FFE)

6.4.1 Any Fire Fighting Equipment is for the use of trained competent persons and should only be used when safe to do so and the escape route from the seat of the fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm.

6.4.2 All Fire Fighting Equipment shall be serviced by a competent person on an annual basis. Records kept for access by all relevant HH staff.



## **7. Equality, Diversity, and Inclusion**

- 7.1 For Harrison Housing, diversity is about respecting people's individual differences and ensuring that all people that come into contact with us have access to the same high standards of behaviour and service.
- 7.2 We are committed to ensuring that no resident or team member will be treated less favourably because of their protected characteristics.