

**FIRE SAFETY POLICY AND MANAGEMENT
PLAN**

1. Purpose

- 1.1 This policy applies to the fire safety arrangements in all workplaces, common areas of residential premises and any other premises managed and / or owned by Twenty11. Twenty11 will adhere to the Building Safety Bill (Social Housing White Paper) which sets out reforms to the way properties are designed, built and managed, so that safety is observed at all stage of a building's lifecycle. Lines of accountability are proposed for building owners and managers, as well as a stronger regulatory system.
- 1.2 The proposals create duty holders with appropriate knowledge and expertise to be legally responsible for safety and reducing fire risk throughout the lifecycle of the building. The concept of a 'golden thread' is introduced for all buildings of 18 metres or over, with up-to-date information about design, construction and ongoing maintenance required.
- 1.3 There is to be a duty for buildings to contain the capacity to contain a fire where it originates for long enough to allow it to be extinguished.

2. Responsibilities

The duties of management, staff and personnel of Twenty11 shall be clearly communicated and agreed by those listed below. Communications and feedback detailing agreed responsibilities shall be kept and monitored via line management consultations. Where this initiates further training the Learning and Organisational Development Manager will co-ordinate activities as agreed and identified by the Homes Safety Manager and Head of Property and a log of all training will be maintained.

2.1 Board

The Board is collectively and ultimately responsible for the implementation of the organisation's Fire Safety Management Policy and Plan.

2.2 The Chief Executive:

The hierarchy of the organisation sets out that the responsibility for the 'responsible person' is carried by through the Chief Executive who has responsibilities for overall statutory compliance or general building management activities. It is important that each 'responsible person' is aware of their accountability and fulfils their role in a safe and competent manner.

- The promotion of good practice and continuous improvement with fire safety management across the organisation
- Maintaining effective fire safety management arrangements
- Annual review and approval of the Fire Safety Management Policy document
- Liaising with the Board, directors and managers
- Ensuring the allocation of resources (financial and staff) to implement the Fire Safety Management Policy

2.3 Assistant Directors

Fire safety is the responsibility of the appropriate assistant director within areas under their management control. This will involve:

- Understanding relevant fire legislation and guidance including delegating appropriate responsibilities to relevant managers
- Ensuring the allocation of resources (financial and staff) to implement the Fire Management Policy
- Monitoring the Fire Management Policy and the implementation and setting of targets or objectives where appropriate
- Ensuring fire risk assessment programmes are in place and monitored in the business areas responsible for delivery

2.4 **Head of Property:**

The Head of Property is responsible for overseeing the day to day management of this policy and ensuring operational actions are undertaken, such duties will include;

- Liaising with the fire consultants and cascading expert information throughout the organisation as and when required
- Reviewing and monitoring performance of all staff in the delivery of the Fire Management Policy
- Ensuring fire risk assessment programmes are in place and monitored and actions implemented
- Managing the performance and activities of the Home Safety Stem and other teams in delivering all fire safety related actions
- Reporting regularly on performance of contractors tasked with maintaining fire control measures including operational and quality assurance
- Managing the risk associated with fire safety

2.5 **Home Safety Manager:**

The Home Safety Manager will be specifically responsible for overseeing operational performance by ensuring:

- Regular review of the fire risk assessments
 - Reporting on the overall performance in relation to fire safety
 - Preparation and management of action plans
 - Providing expert advice to the organisation as required
 - Managing fire safety contracts and contractors and agreeing amendments to processes and procedures
 - Reacting to changing in legalisation and investigating / managing fire safety incidents.
 - Monitoring completion of remedial actions and essential repairs and upgrades and by responding / escalating issues unable to be dealt by the team under their responsibility
 - Co-ordinating fire safety training programmes and associated training matrix

- Ensuring that information of fire safety and good practice is regularly communicated to tenants

2.6 Home Safety Specialist (Hazards):

Home Safety Specialist (Hazards) duties extend to, but not limited to the following areas:

- Managing Twenty11's Fire Risk Management programme including arranging for new fire risk assessments to be undertaken as appropriate and ensure these remain compliant and up-to-date and made available on request to tenants
 - Managing any internal review and updating Twenty11 fire risk assessments
 - Addressing issues noted within individual fire risk assessment action plans and ensuring appropriate actions are taken, which may involve delegation to other appropriate management areas (i.e. new fire doors)
 - Overseeing and reporting regularly on the fire risk assessments and associated action plans
 - Updating relevant property fire risk assessments and associated action plans and reporting on any deficiencies or failures (including those of others)
 - Ensuring servicing and maintenance regimes are in place for fire protection systems and equipment and that actions are undertaken when required
 - Liaising with the Fire Consultants as and when required
 - Providing resident communications relating to fire safety and fire safety management procedures directly to other Pods
 - Approving of commissioning certificates and handover documents
 - Development and review of service, maintenance and audit programmes
 - Leading on fire safety items referred to in the Staff Partnership Forum
 - Managing and checking the validity of data and ensuring information is uploaded on to management systems in a timely manner

2.7 Community & Sheltered Specialists:

Are responsible for assisting with managing the day to day practical implementation of the Fire Management Policy and Plan. To fully assist and contribute in the process, they will:

- Understanding of relevant fire Legislation
- Ensure the practical implementation of the Fire Management Policy and Plan
- Liaise with the appropriate members of staff on matters of health and safety
- Ensure tenants are provided with relevant and accessible fire safety information
- Undertaking relevant fire safety checks including weekly fire alarm call point testing as appropriate with appropriate record keeping

- Ensure the provision of all fire relevant signage in communal areas
- Report promptly any damage to communal fire equipment or furniture, request repair and follow through to its completion
- During communal area inspections - regularly inspect communal fire doors, and where access is gained to homes external fire doors/compartmentation etc, and ensure items do not block communal evacuation routes
- During home checks, visual inspection of fire related matters for example smoke detectors and the condition of fire doors
- Promote fire safety with tenants
- Ensure that Person Centred assessments are kept up-to-date and available to the emergency services

2.8 **Health and Safety Committee:**

The Staff Partnership Forum and the Homes Safety Specialist (H&S), acts as the Health and Safety Committee for the Twenty11. The role of the Health and Safety Committee is as follows:

- To keep abreast of changes to legislation and associated guidance documents
- To report to the Operational Management Team (OMT) matters relating to progress against action plans, deficiencies or concerns in resource requirements and any fire safety related matter that may warrant further consideration
- To ensure consistency of approach to fire safety through effective communication
- To ensure fire safety training is adequate and up to date for all staff
- To monitor, record and measure performance
- To liaise with the Fire and Rescue Service and any other appropriate body
- To report to EMT any issues requiring immediate action which may result in a breach of legislation or danger to health
- To develop, monitor and review policies and procedures that reflect all issues stated above

2.9 **All staff:**

All staff who visit Twenty11 properties as part of their duties, are responsible for reporting any issues that they consider may be detrimental to fire safety and for reporting all accidents, incidents and near misses to the Home Safety Specialist (Health & Safety) as quickly as possible after the event, to ensure that an investigation is undertaken.

2.10 **Contractor Responsibilities:**

This document is to be read in conjunction with the Twenty11 Code of Conduct for Contractors. Contractors are required to immediately report any fire related risks or concerns to Twenty11 managers and stop ongoing works if their concerns are significant or warrant immediate action.

2.11 **Resident Responsibilities:**

This document is to be read in conjunction with current Tenancy Agreement conditions which state that tenants are not permitted to make any material alterations to their homes without the express formal written permission of Twenty11.

3. **Legal Framework**

To comply with all current fire safety legislation, namely

- The Building Regulations 2010 Approved Document B (Fire safety) Volume 2: Buildings other than Dwelling houses (2006 edition incorporating the 2010 and 2013 amendments)
- The Housing Act 2004
- The Regulatory Reform (Fire Safety) Order 2005 (RRO)
- To comply with current fire safety guidance, namely
 - “Fire Safety in Specialised Housing” produced by the National Fire Chiefs Council
 - “Fire Safety in purpose-built flats” produced by the Local Government Association

Other relevant legislation:

- Health and Safety at Work Act 1974
- Fire & Rescue Services Act 2004
- 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
- The Furniture and Furnishings (Fire Safety) Regulations 1988
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 2016
- The forthcoming Building safety Bill 2021

4. Key Principles

4.1 General Aims:

The Regulatory Reform (Fire Safety) Order 2005 requires the appointment of a "Responsible Person", it has been agreed that Chief Executive Officer for Twenty11 shall be regarded as the Responsible Person in control. This relates to all Twenty11 homes and work premises.

4.1.1 General Needs

Tenants of individual general needs, market rent, shared ownership and leasehold properties are responsible for their own fire safety within their homes, including carrying out regular tests of their individual fire detection system. We will work closely with colleagues and the local fire service to promote personal safety to tenants.

4.1.2 Sheltered Housing

Where tenants have stored liquified or compressed gases (including medical oxygen or LPG) in their properties, they are responsible for informing Twenty11, so the local fire service can be alerted to the presence of these materials in the premises.

Generally, the storage of resident goods will not be permitted in communal access or escape routes in residential premises. Under no circumstances should flammable materials be stored in any communal areas other than designated storage rooms.

In the case of mobility scooters, (Please refer to the Twenty11 Policy for Mobility Scooters and Sheltered Accommodation) where no designated storage area exists, they must not be stored in access or escape routes. Under no circumstances should mobility scooters be charged in any communal areas other than specially equipped designated charging / storage rooms. A strict no smoking policy will be maintained in all communal areas.

For office buildings it is the responsibility of employees to inform their line manager of any physical or sensory impairment he/she may have, including temporary impairment, which may affect the speed in which they can safely evacuate the premises.

4.2 Evacuation Policy

Evacuation policies for each building will be specific to that building, however as a general premise:

4.2.1 Residential accommodation:

Generally, it will be the case that all-purpose built general needs and sheltered accommodation as defined in the fire risk assessment will be subject to a 'stay put' or "Safe to Stay" policy. Occupants to have the option to stay in the building provided they feel it is safe to do so.

Certain types of adapted accommodation i.e. house's that have been converted into individual units / flats will unless otherwise defined in the fire risk assessment require a 'total evacuation' policy. All occupants to self-evacuate once the fire alarm sounds.

4.2.2 **Twenty11 offices and community premises (Including common rooms etc)**

All premises / areas to have a 'total evacuation' policy. All occupants to self-evacuate once the fire alarm sounds.

4.2.3 **Evacuation drills**

Fire evacuation drills are conducted twice annually in non-residential buildings (including Twenty11 Offices). Performance will be monitored to ensure that buildings can be evacuated in a safe and timely manner. All persons new to the organisation are instructed in the fire evacuation procedure on induction.

4.3 **Risk Assessment Review**

Twenty11 will undertake a variety of reviews:

- Regulatory Reform Order (RRO) Fire Risk Assessments
- Person Centred Risk Assessments

The above is subject to regular review of fire risk assessments based on the risks presented by each individual building. The Twenty11 will adopt an approach and review timescales proportionate to the risks presented. A programme of fire risk assessment review has been developed and is based on the following general principals.

Property Type Frequency of review:

- High risk properties – Support / sheltered housing, converted residential property (including those let to charities which may have sub-tenant agreements) and offices reviewed annually
- Low Risk properties – General needs and common areas – reviewed every 3 years

The above timescales are indicative and may change if any of the following apply:

- A significant change to the layout or use of the building
- A reason to suspect that the fire risk assessment may no longer be valid
- Following a change in legislation or guidance
- Following a major incident or fire
- On completion of major works or significant repairs / refurbishment
- Following a change to the way the building is managed or occupied

Fire risk assessments will be carried out on all newly acquired or newly built dwellings.

All Person-Centred Risk Assessments will be reviewed when there is a change of circumstance that render any current assessment invalid (for example a change in the mobility of the individual).

4.4 **Remedial Actions**

Following a risk assessment, it is likely that remedial actions will be highlighted. Any observations made by the assessor at the time of the assessment that are deemed an immediate risk will be notified verbally to the Twenty11 prior to the handover of the risk assessment. All other actions will be completed within the following timescales

- High: Within 3 months of the assessment
- Medium: Within 12 months of the assessment
- Low: Within 24 months of the assessment.

The effective date of the fire risk assessment is to be taken as the date of hand over of the risk assessment and not the date of the site visit to conduct the assessment. This date should be used for calculating the review date and the recommended timescales for any associated remedial work.

4.5 **Equality**

Twenty11 acknowledges its responsibilities to ensure that persons with disabilities are not put at increased risk in the event of a fire.

4.5.1 **Assisted Evacuation**

In commercial and community premises Twenty11 will be proactive in becoming aware of people who may need assistance to escape and will develop specific Personal Emergency Evacuation Plans (PEEPs), as required. This may involve the assistance of staff in any evacuation.

In residential premises, should assistance be requested and where practicable Twenty11 will provide advice and guidance to tenants in developing their own means of escape plan in general needs premises. This will not involve the assistance of staff in the evacuation. Liaison will take place with the Fire and Rescue Service on how best to record and store information on non-ambulant or disabled tenants in residential blocks where higher dependency tenants are expected (such as sheltered premises). Should staff members be at residential sheltered accommodation during the period of any evacuation they are expected to implement the procedures set out in the specific Fire Emergency Plan.

4.6 **Communication**

4.6.1 **Communication with Health and Safety Committee.**

Though performance reports, updates of changes to legislation and policy and reports on relevant issues.

4.6.2 **Communication with Staff**

Training will be organised in consultation with the Home Safety Specialist (Hazards) and the Learning & Organisational Development Manager and will also be monitored and Managed to ensure this happens when required by the Head of Property. Fire safety training for staff will cover a wide range of topics and be programmed on a regular basis and also at induction for new members of staff. This is will be categorised into 2 main areas:

- Task specific: training tailored to fire safety related tasks that individuals may be required to undertake as part of their remit.

- Plan and general fire safety awareness training for all staff covering the main aspects of basic fire safety and any issues relating to Twenty11 policy. This will be undertaken during induction and repeated every two years thereafter, or as and when industry or regulatory changes dictate. Training on any changes in legislation which effect the business will be given as a separate event when appropriate.

4.6.3 **Communication with tenants**

Through appropriate 'Fire Action' signage and in conjunction with other forms of communication provided on a regular basis such as website, videos, home safety events/roadshows, newsletters, leaflets, in home information packs and general correspondence.

4.6.4 **Liaison with the Local Fire and Rescue Service**

Twenty11 will engage in a regime of regular communication with the Fire and Rescue Service to ensure good lines of communication and operational familiarity of Twenty11 buildings. Twenty11 have a Primary Authority agreement with Buckinghamshire Fire & Rescue Service which means Twenty 11 receives assured and tailored advice (Primary Authority Advice) on meeting regulatory requirements, including fire safety regulations, through a single point of contact.

Twenty11 will work proactively with Bucks Fire Rescue Services to:

- Inform, support, implement and improve fire safety in Twenty11 housing stock
- Hold regular joint meetings to share information, review keys issues and agree solutions as appropriate
- Twenty 11 will work with Buckinghamshire Fire and Rescue Services' Community Safety Coordinators to offer fire safety advice to vulnerable tenants
- Undertake joint talks with tenants, managers and carers from Buckinghamshire FRS staff in Twenty11 premises.
- Proactively identify vulnerable tenants and where apparent, offer fire safety advice and consider measures such as the installation of smoke detection/early warning systems, provision of flame-retardant bedding and installation of standalone fire suppression systems etc.
- Enable a fasttrack system of intervention by the Community Fire Safety Coordinator where either Buckinghamshire Fire Rescue Service or Twenty11 identify issues

4.6.5 **Communication with contractors**

Contractors will be informed of specific requirements through pre-contract meetings, health and safety plans, method statements etc in relation to the works which they are due to undertake.

4.7 Recording of Information

The following fire safety related information is recorded centrally:

- Documented fire risk assessments
- Documented reviews or amendments of the fire risk assessment
- Portable Appliance Testing results
- Evacuation plans

The following fire safety related information is retained at the scheme:

- Fire precautions records (including regular checking of all fire precaution measures, the fire alarm system tests, the emergency lighting system tests, fixed systems (heating and electrical) and fire extinguishers service records)
- Fire safety training records and fire drills
- Fire history records
- Miscellaneous correspondence relevant to fire precautions policies and measures
- Reports of fire signal activations
- Fire awareness training records for all relevant staff

5. Policy Statement

This Policy applies to the fire safety arrangements in all workplaces, common areas of residential premises and any other premises managed and / or owned by the Twenty11.

To help minimize the likelihood of fire occurring, and the consequences if a fire occurs, the Twenty11 will implement arrangements designed to ensure:

- 'Suitable and Sufficient' fire risk assessments, in accordance with the Regulatory Reform (Fire Safety) Order 2005 are undertaken (at appropriate intervals), the findings will be recorded, and necessary remedial work prioritised and undertaken in accordance with the predefined timescales within the Fire Safety Management Procedure
- Sheltered Housing schemes are maintained having reference to and where practical and considered necessary the guidance set out in the document "Fire Safety in Specialised Housing" produced by the National Fire Chiefs Council
- All tenants are appropriately informed through specific information provided at the outset of their tenancy and through general notices and periodic information of fire control measures and actions to take in the event of an emergency
- Tenants who are more at risk because of any special needs have these assessed and any extra controls implemented recorded in the site documentation which is made available to the emergency services - Vulnerable Tenant Plan and Personal Emergency Plans (PEEPS)

- Adequate levels of fire safety awareness and staff competency through effective training programmes
- Adequate and weekly fire drills in Sheltered Schemes and Twenty11 offices, servicing, maintenance and testing of fire safety equipment – Not withstanding our safe to stay put requirements
- Effective liaison with the Fire & Rescue Services

6. References

The key documents and references are listed in the legal framework section of this document.

7. Related Policies & Procedures

This Policy should be read in conjunction with our Health and Safety Policy, which will cover the process for recording, reporting, investigation and analyses of accidents, incidents and cases of ill health in relation to Fire safety.

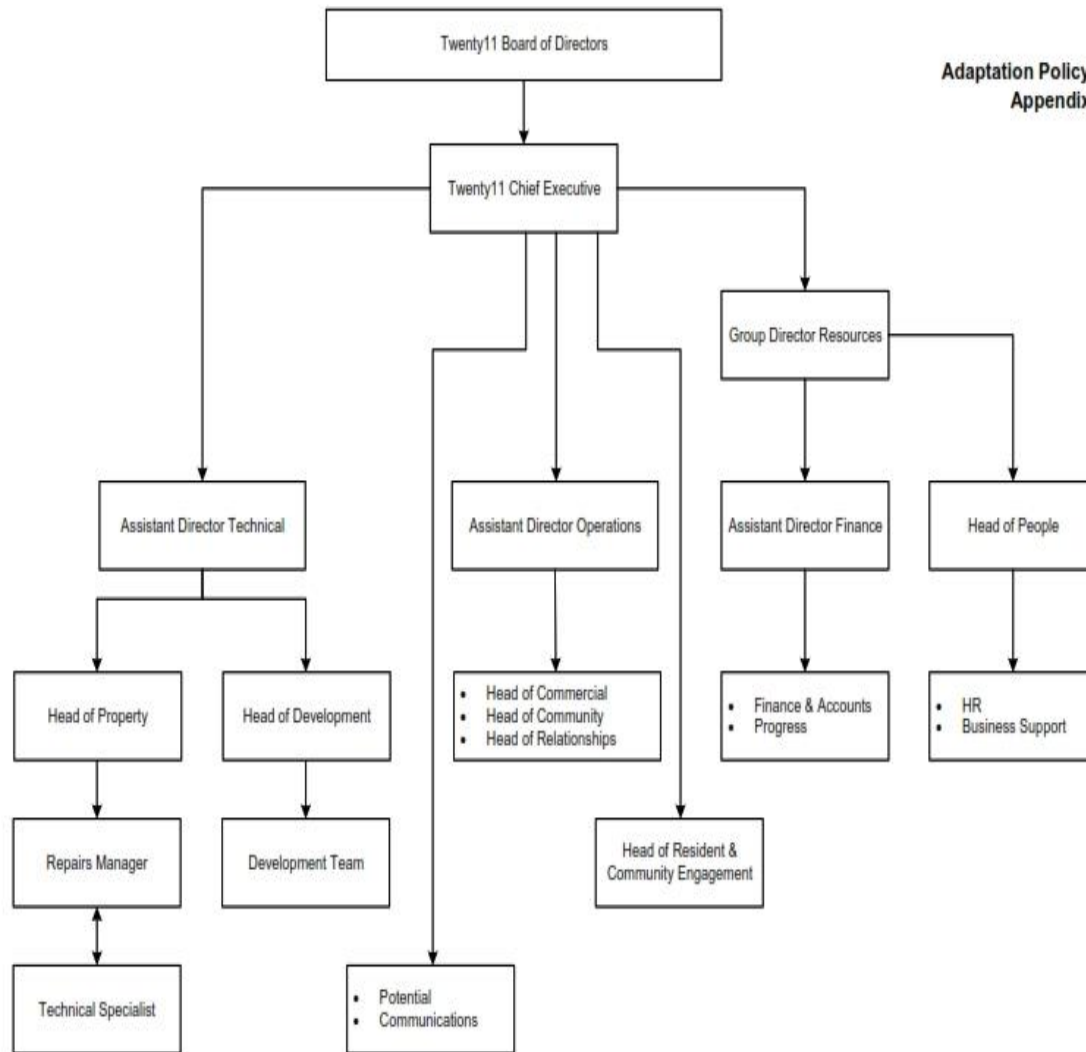
Other related documents include:

- Vulnerable Tenant Plan and Personal Emergency Plans (PEEPS)
- Guidance for items left in communal areas

Overview of Twenty11 Fire Safety Management Plan

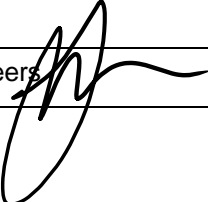
	Sheltered Schemes	Community Buildings	Communal Areas of Residential Properties
Fire Risk Assessment	Responsibility: Home Safety Manager Monitoring: Annually or as specified in the risk assessment	Responsibility: Home Safety Manager Monitoring: Annually or as specified in the risk assessment	Responsibility: Home Safety Manager Monitoring: Annually or as specified in the risk assessment
Management of actions arising from FRA	Responsibility: Home Safety Manager Monitoring: Monthly	Responsibility: Home Safety Manager Monitoring: Monthly	Responsibility: Home Safety Manager Monitoring: Monthly
Monitoring Arrangements Fire Call Points, Door Closures.	Responsibility: Community Specialists Frequency: Weekly	Responsibility: Community Specialists Monitoring: Weekly	Responsibility: Community Specialists Monitoring: Weekly
Arrangements for maintenance and inspection Fire alarm systems, Emergency lighting	Responsibility: Appointed Contractor Frequency: Monthly	Responsibility: Appointed Contractor Frequency: Monthly	Responsibility: Appointed Contractor Frequency: Monthly
Fire Safety Checks e.g. Fire extinguishers	Responsibility: Community Specialists Monitoring: Monthly	Responsibility: Community Specialists Monitoring: Monthly	Responsibility: Community specialists Monitoring: Monthly:

Adaptation Policy
Appendix



Staff roles listed in the **Competency Standards section** must be acquainted with contents of this document and have had documented instructions and training on its use. Authority to amend can only be undertaken by the **Process owner** with the relevant **Delegated approvals**.

For information on interpretations and instructions staff should contact the **Subject Matter expert** or **Process owner** and under no circumstances should any deviation be permitted without prior approval as above.

Version:	3	Effective date:	1 st April 2021
Subject Matter Expert:	Compliance Specialist Hazard	Process owner:	Head of Property
Related pod:	Property	Related policy:	Vulnerable Tenant Plan and Personal Emergency Plans
Review period	1 Year	Next review due by:	April 2022
Delegated approvals			
The 3 lines of defence have been checked within the framework and are valid			<input checked="" type="checkbox"/>
Approved by AD	N/A	Approved Date:	N/A
Approved by EMT	Alan Keers 	Approved Date:	1 st April 2021
Approved by Board/ Committee/RRT	N/A	Approved Date:	N/A