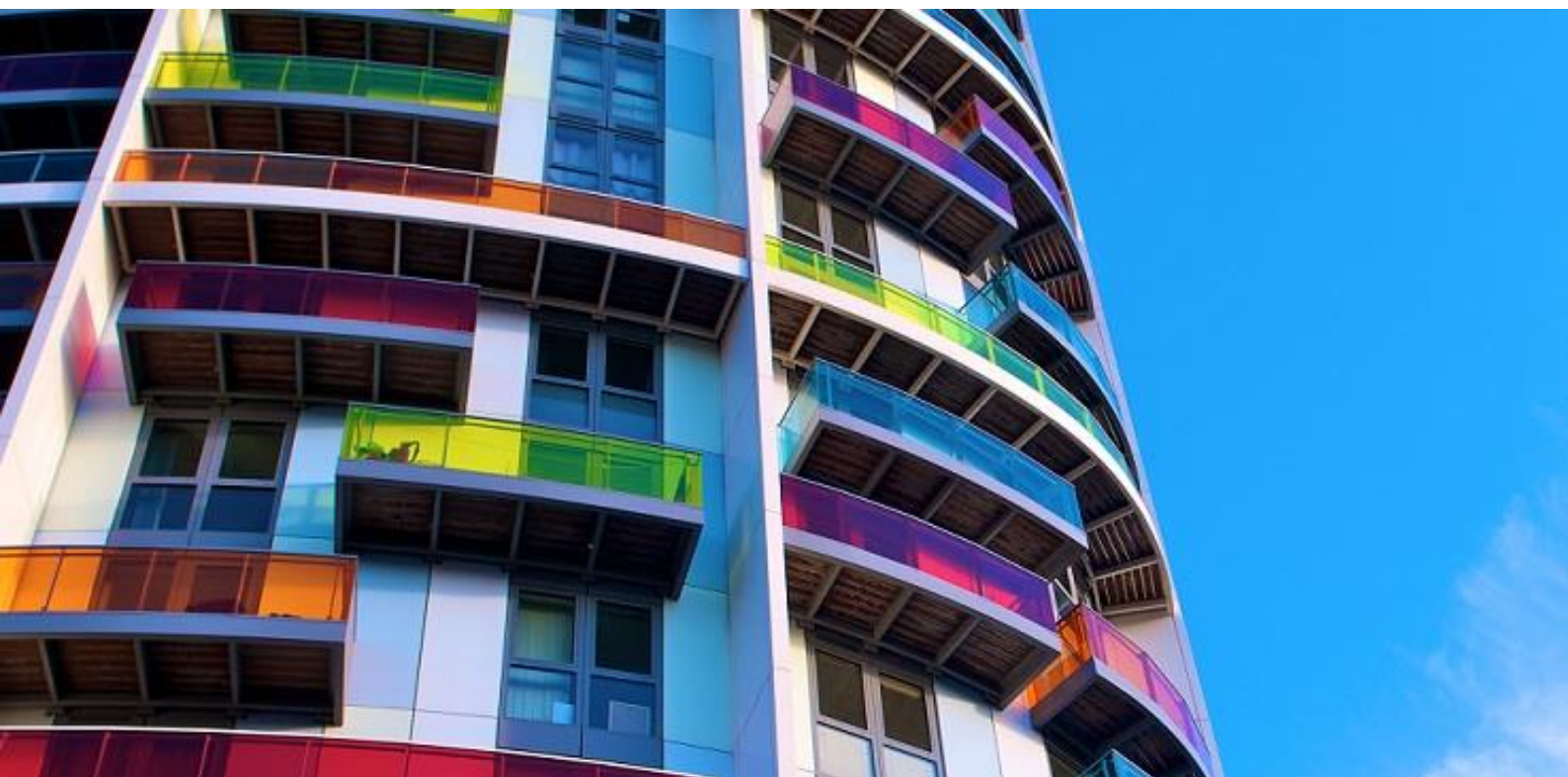


Fire Safety Management Policy



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Policy Statement

The Fire Safety Management Policy (FSMP) establishes the general principles regarding the management of fire in buildings owned and managed by Legal and General Affordable Homes (LGAH).

It outlines the arrangements required and the assigned responsibilities, to ensure that the risk and the potential consequences of fire are minimised, so far as reasonably practicable.

Policy Aims

The aims of this policy are to ensure that:

- LGAH is fully compliant with all legislation and regulation that applies to it in the area of Fire Safety.
- all LGAH employees, contractors and partners are clear on the expectations of how LGAH will deliver its responsibilities with regard to Fire Safety.
- Customers of LGAH are clear and confident about the approach that its landlord has taken to maintaining their safety in the management of its duties.

Legal Framework

The main legislation which applied to fire safety until October 2006 was the Fire Precautions (Workplace) Regulations 1997 as amended, and the Fire Precautions Act 1971. The Regulatory Reform (Fire Safety) Order 2005 is now the primary legislation for fire safety and this “Order” has replaced the two earlier pieces of major fire legislation.

LGAH acknowledges its responsibility for the prevention of fire, for the safety of people within the organisation if fires occur and the statutory duties it has under the Regulatory Reform (Fire Safety) Order 2005 and will comply with the standards required within the legislation. LGAH shall also take steps to ensure its duty of care towards all occupants of its premises under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and Housing Acts 1985 and 2004 as far as these statutes relate to fire safety.

Responsibilities

The effective implementation of the requirements of this Management Plan will require nominated personnel to perform certain duties. These duties are clarified below:

Managing Director of the Investment Manager

The Managing Director of the Investment Manager is the “responsible person” for fire safety as required by the Regulatory Reform (Fire Safety) Order and responsible for:

- overall responsibility of fire safety matters
- ensuring the implementation of the Fire Safety Policy in all premises owned or managed by LGAH

- appointing a Director responsible for fire safety matters – this is currently the Director of Operations
- appointing a “competent person” as defined and required by the Regulatory Reform (Fire Safety) Order – this can be a third party contractor or a directly employed resource

The Managing Director will provide visible and active leadership in developing and maintaining a management culture that is supportive of health and safety and will have the overall responsibility for the management and implementation of all the company’s Health & Safety Policies.

The Operations Director of the Investment Manager

The Director of Operations will ensure through the Head of Compliance and/or appropriately qualified third parties and Investment that:

- the appropriate fire policies, procedures and audit protocols are in place both locally and across LGAHs network of Management Providers and reviewed from time to time
- an appropriate system is in place for carrying out suitable and sufficient risk assessments on all LGAH premises in accordance with the requirements of the Regulatory Reform (Fire Safety) Order, either directly or via Management Agreements with LGAH’s network of Housing Providers
- action plans, fire precautions and control measures resulting from fire risk assessments are implemented
- Liaising with the Fire Authority and other key stakeholders
- Ensuring that all responsive repairs undertaken in LGAH’ properties meet the minimum fire safety requirements
- Ensuring contracts are in place for the maintenance of all communal fire related equipment e.g. fire alarms (where fitted), fire fighting equipment (fire blankets, fire extinguishers etc.) emergency lighting
- Oversight of the management of fire safety by LGAHs Network of Housing Providers in all flat blocks, including (where applicable); inspections, Fire Safety Log Book, alarm testing and record keeping

Such that all regulatory and legislative responsibilities are met.

Directors and Head of roles of the Investment Manager

Directors and Department Heads will be responsible for ensuring:

- The implementation of the policy and procedures within their respective areas
- Provision of adequate resources to ensure fire safety within their respective areas

Employee Responsibilities

Every employee of the company is responsible for:

- Ensuring they participate as requested in the fire risk assessment process
- Complying with the requirements of this policy
- Complying with any arrangements implemented to control fire risks (including responding to fire drills)

- Attending fire safety training
- Not intentionally introducing any fire hazards to their place of work likely to place themselves or others at risk of harm
- Reporting hazards or potential hazards to line management
- Acting responsibly so as not to put themselves or others at risk

Management Providers

Each Management Provider is responsible for undertaking the full duties required of them through the Management Agreement with LGAH in relation to fire safety.

Policy

LGAH is a responsible employer and landlord and takes its fire safety duties seriously. The Board, Managing Director and Management Team acknowledge their responsibilities for ensuring the implementation of a Fire Management Strategy in all of its premises. For this reason this policy has been formulated to help with the compliance of our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (The Order) to employees, visitors to buildings and tenants, including building and maintenance contractors and others having access to the buildings.

All Directors, Managers, Supervisors and employees throughout the company have a responsibility under their duty of care to comply with the provisions of the policy and management plan and adopt a pro-active approach towards implementation.

The Policy outlines the process by which Management devolves responsibilities for fire safety.

This policy addresses our obligation under The Order that requires the company to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management

Equality and Diversity

The implementation of this policy will take into account LGAH' Equality and Diversity policy and strategy.

Fire Policy Guidance

The main task for LGAH in managing premises, is to minimise the risk of fire occurring and if a fire occurs, to prevent it escalating into a serious incident.

Management of contractors

Wherever contractors are carrying out activities in LGAH' buildings, a fire risk assessment for the works must be completed and provided to LGAHs designated Management Provider prior to the

commencement of the work, or to LGAH on demand. In addition to any specific actions required by the FRA, the following prohibitions should be adhered to;

- No open refuse skips to be placed within ten meters distance of residential buildings.
- No temporary buildings to be placed within ten meters distance of residential buildings unless permission is obtained from LGAH.
- No storage of any gas cylinder is permitted overnight within buildings by contractors. At the end of the working day gas cylinders should be removed from the building.
- No burning of rubbish on site.
- No obstructing or 'wedging' open of fire doors
- Escape routes must be maintained to at least the minimum required widths of 1200mm

Management of common areas in flat blocks

To ensure an acceptable level of fire safety in the common areas of flat blocks and to maintain escape routes/exits, regular inspections of these areas should be undertaken. During these inspections, particular attention should be given to the following;

- Storage of items in electrical cupboards/escape routes.
- Damage to or wedging open of fire escape doors.
- Interference with or damage to any fire safety equipment or sign provided.
- Smoking in any communal part of the building including lifts (where installed).

Fire Protection

Fire protection in buildings is divided into 'passive' and 'active' systems.

Passive fire protection is the structural protection provided by the use of fire resisting materials in construction and the creation of fire compartments, referred to as compartmentalisation, to contain fire and smoke and prevent or delay its spread through a building, thus providing time for building occupants to evacuate and limiting damage to the structure.

The requirements for passive fire protection are set out in current British Standards and building regulations (BS 9991, BS 9999 and Approved Document B (ADB) of the Building Regulations 2000)

LGAH will ensure, as far as is reasonably practicable, that all construction works will be carried out in accordance with these regulations

Active fire protection is provided by fire safety equipment such as fire alarms/detection, fire extinguishers and smoke ventilation systems.

The specific requirements for active fire safety equipment are determined by the Fire Risk Assessment for the building and reference recommendations provided by relevant BS documents including but not limited to; BS 5839 (fire alarms), BS 5306 (fire extinguishing equipment) and BS 5266 (emergency lighting)

LGAH will ensure the provision and maintenance of fire safety equipment to appropriate levels in all properties owned and managed by the company. Contractors will be appointed to install and maintain the equipment where appropriate.

The following non exhaustive list of equipment will be provided, where required and maintained to current BS as part of LGAH' approach to active fire protection.

- Fire detection (alarm systems).
- Emergency lighting.
- Smoke control (ventilation, where necessary).
- Fire extinguishers

People with special needs – Personal Emergency Egress Plan (PEEP)

Where possible and appropriate specific plans will be in place to identify employees, residents, frequent visitors and others with a permanent or temporary special need which may result in assistance being required in the event of an evacuation. There is also a requirement under the Equality Act 2010 to make provision for these people and to make reasonable adjustments where necessary.

LGAH' will ensure that contractor managing these buildings keep a record of:

- The name and location of the person requiring assistance.
- The nature of assistance required.
- The method of evacuation.
- Any special equipment or training required.
- Assistance required for safe evacuation.

The means of escape from the building must be suitable for everyone likely to be on our premises so arrangements for evacuating people with special needs must be taken into account in the fire evacuation plan for the building and discussed fully with the individuals concerned. This is so that they are aware of the action that they, and others around them, are expected to take in the event of an emergency. Such arrangements might include moving a disabled person to a "refuge" (a place of reasonable safety in the building) to await assistance out of the building by colleagues or others once other occupants have safely evacuated.

Safe designated refuge areas where a person can be protected from fire for a period of 30 minutes must be established and maintained in the buildings identified.

A location map of all the safe refuge areas must be clearly displayed.

Fire Evacuation Procedures

Where possible, LGAH operates a 'STAY PUT' policy in the event of the fire alarm activation.

This means that in the event of a fire alarm activation residents should remain in their properties unless instructed by an authorised person from the Emergency Services or a member of staff to evacuate.

A simple action notice will be provided in the common parts of all 'stay put' buildings and issued to all residents.

Where FRAs identify buildings to be unsuitable for a stay put policy, a clear and simple evacuation notice will be provided in the common parts and issued to all residents.

Fire Fighting Access

Wherever possible, firefighting access to all buildings must be maintained. This shall include buildings, surrounding land and vehicle access.

Regular inspections of these areas shall be undertaken to ensure compliance

Audits

LGAH will, as part of the general safety management audit review the following:

- Fire safety management procedures
- Maintenance procedures
- Warning systems, e.g. fire alarm and detection systems
- Local fire procedures, e.g., testing, evacuation plans, assembly points etc.
- Training

Fire risk assessment

LGAH will ensure that Fire Risk Assessments (FRAs) are undertaken to all relevant properties owned or managed by the company. FRAs will be undertaken by competent, qualified fire safety professionals. FRA reviews will be undertaken at risk relevant intervals. These are deemed to be (High Risk Buildings) 12 months (Medium Risk Buildings) 18 Months (Low Risk Buildings) 36 months or when there has been a material change to the construction/fabrication of the building which would warrant a new FRA to be completed. The intrusiveness of FRA's will be assessed according to the complexity of the building structure, the history of any fire related incidents at the building and consideration to the customer population living in the building. Accordingly each building will be required to undergo a level 1-4 FRA on the prescribed timetable. Further detail on this process is recorded in the fire safety procedural guide.

LGAH has responsibility for ensuring that fire risk assessments (FRAs) are conducted in workplaces and the common parts of other premises owned or managed by them. The Head of Compliance and Investment has overall responsibility for the management and coordination of the Fire Risk Assessment Process on behalf of LGAH and ensuring that Action Plans to manage fire risks are drawn up and implemented. This requirement does not extend to people's private homes, including individual flats in a block or house, except for any partition (e.g. door, wall, floor or ceiling) between flats and common areas and for provision of fire detection systems in individual dwellings where these are installed by them. This requirement does include shared areas of the property, (e.g. entrance lobby, stairway, plant and storerooms etc.).

LGAH will also ensure that all new developments are handed over with the correct level of fire risk assessment in place for the nature and complexity of the property and customer population.

Staff training

LGAH recognise the importance of training to ensure the effectiveness of fire safety systems and processes.

All staff will receive a mixture of general fire safety awareness and job specific fire safety training.

On the first day of employment each new member of staff will be instructed by their line manager in the following:

- Actions to be taken on discovering a fire
- Actions to be taken on hearing the fire alarm
- The location of the nearest fire alarm call points
- The location of the nearest fire exit
- The location and type of the nearest fire extinguisher
- The location of assembly points.

Within 6 months all staff will complete more formal training which will deal with all basic aspects of fire safety awareness and fire equipment.

The objective of the staff training is to ensure that all staff:

- Understand the character and hazards of fire, smoke and toxic fumes
- Are fully aware of the fire hazards involved in their own working environment
- Practice and promote fire safety
- Are conversant with and follow the procedure in which they are trained if fire breaks out
- Report all fires “and near misses” using LGAH’s standard reporting procedures
- Are alert to the possibilities of arson
- Adopt good housekeeping practices to avoid as far as possible the potential outbreaks of fire

Staff training attendance records will be kept for each member of staff.

Accountable Director	Shaun Holdcroft
Approval Date	June 2018
Review Date	June 2020 <i>(or subject to any changes in regulatory, legislative and/or areas of best practise where a review is required sooner than the stipulated review date)</i>