

<b>Policy title</b>	Fire Safety Management Policy
<b>Directorate</b>	Asset Management
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<b>Date First Approved</b>	6 <sup>th</sup> June 2018
<b>Latest Date of Approval</b>	11 <sup>th</sup> November 2024
<b>Next Review Date</b>	14 <sup>th</sup> September 2025
<b>Policy Scope/Users</b>	MSV staff and External Contractors
<b>Date EIA done</b>	14 <sup>th</sup> September 2024

## **1 Introduction/policy purpose**

- 1.1 The overall aim of this policy, and the associated procedures and control documents is to ensure the safety and mitigate risks associated with fire

for people living and working in properties, owned or managed by Mosscafe St Vincent's [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with fire so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring fire safety.

This purpose of this policy is to ensure MSV meets its obligations under the following legislation:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Regulatory Reform (Fire Safety) Order 2005
- Approved Document B: Fire Safety – Volumes 1 & 2
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- The Higher-Risk Buildings (Key Building Information etc.) (England) Regulations 2023
- The Building Safety (Registration of Higher-Risk Buildings and Review of Decisions) (England) Regulations 2023
- The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency as outlined below:

*(Registered Providers must) meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes)*

## 2 Description of the Policy

2.1 This policy applies to all properties owned or managed by MSV.

2.2 The key policy objectives for MSV are:

1. Carry out regular Fire Risk Assessments in all qualifying blocks as follows:
  - yearly basis for 'High Risk\*' assets
  - three yearly for 'Low Risk\*' assets

High risk premises (1 Year to review)	Low risk premises (3 Years review)
<ul style="list-style-type: none"> <li>• Care Homes</li> <li>• Extra care Schemes</li> <li>• Sheltered Housing Schemes</li> <li>• Supported Housing (High risk occupants)*</li> <li>• Hostels</li> <li>• Purpose-Built High-Rise Flats (6+ storeys)</li> <li>• HMO's</li> <li>• Supported Housing (Medium / Low risk occupants)</li> <li>• House converted to flats (3+ storeys), unknown compartmentation between both flats and common parts</li> <li>• House converted to flats (up to 2 storeys) unknown compartmentation between both flats and common parts</li> <li>• Mixed use premises (unknown compartmentation)</li> <li>• Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Purpose Built Flats (1 to 2 storey)</li> <li>• House converted to flats (up to 2 storeys) with adequate compartmentation between both flats and common parts</li> <li>• House converted to flats (3+ storeys), with adequate compartmentation between both flats and common parts</li> <li>• Mixed use premises with adequate compartmentation between both commercial and residential.</li> <li>• Very small entrance lobby, no corridor, no staircase</li> <li>• Purpose Built Flats (3 to 5 storey)</li> </ul>

**High risk occupants** – residents that are found to be at increased or immediate risk due to behavioural issues, mental health problems, learning difficulties or smoking, immobility, hoarding etc. that are unable or unaware of the need to self-evacuate.

**Definition of HMO;** A House in Multiple Occupation, is a property rented out by at least 3 people who are not from 1 'household' (e.g. a family) but share facilities like the bathroom and kitchen. It's sometimes called a 'house share'. ([www.gov.uk/house-in-multiple-occupation-licence](http://www.gov.uk/house-in-multiple-occupation-licence))

2. Keep a register of Fire Risk Assessments [the FRA Register] recording the date of the last assessment.
3. Identify & deal with any hazards or lack of suitable fire management controls found, by taking corrective and remedial actions [Fire Actions] in timescales as defined in the Fire Safety Management Plan (FSMP).
4. Keep a register of Fire Actions [the Fire Action Register] recording the due date to complete the action (as set out in the FRA) and the actual date of completion.
5. Carry out inspections of qualifying blocks as defined in the Fire Safety Management Plan.
6. Ensure that all fire alarm\detection\safety equipment has been serviced and maintained on programme.
7. Annually review the job profiles, skills, knowledge and experience of those staff involved in the delivery of this policy and, where necessary, provide training so that they can deliver this policy.

### 3 Roles, Responsibility and Policy implementation

1. The Chief Executive retains overall accountability for the implementation of this policy and is the Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005
2. The Executive Director – Homes is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.
3. The Director of Asset Strategy is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.
4. The Compliance Manger is responsible for maintaining the registers and is accountable for achieving the targets associated with the key policy objectives.

5. The Compliance Manager is responsible for operational delivery, including the management of contractors resolving fire safety actions and fire safety related services and updating Registers as appropriate.
6. Neighbourhoods & Independent Living staff shall support Asset Management and contractors' teams in gaining access to carry out fire safety work and for resolving fire actions as necessary and updating registers as appropriate.
7. Development Director is responsible for ensure a pre-occupation FRA is undertaken.
8. The Director of Asset Strategy is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations and monitoring Enforcement Notices.
9. The retained Fire Safety Consultant is responsible for ensuring FRAs are carried out by competent assessors, using approved template based on PAS: 79-1:2020, pending conversion of the PAS into a full British Standard, to meet industry best practice standards.

## 4 Monitoring, Review and Evaluation

4.1 MSV will monitor implementation of this policy using a set of performance measures as below:

Measure	Target	Reporting Interval	Reviewed by
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% of qualifying blocks with <u>current</u> FRA on file	100%	Monthly	Compliance Manager - Weekly  Director of Asset Strategy - Monthly  Board - Quarterly
No. of <u>overdue</u> Fire Actions	Zero		
No. of <u>outstanding</u> Notices of Deficiency or Enforcement Notice received from Fire Authorities	Zero		
% of qualifying blocks that have had all inspections carried out	100%		
% of qualifying blocks that have had all fire alarm\detection\safety equipment serviced and maintained on programme	100%		

Policy implementation will be reviewed:

1. Monthly by the Director of Asset Strategy via SLT.
2. At each Board meeting via the regular Property Compliance report.
3. By the MSV external & internal audit teams, as required, and a report provided to the Audit Committee/H&S Committee.

*The operational oversight of this policy will sit at the Strategic Health & Safety Steering Group.*

## 5 Related documents

- 5.1 *The Fire Safety Management Plan (FMP)*
- 5.2 *Operation Procedures 1-19*
- 5.3 *Appendices 1-35*