



**Housing  
Landlord Services  
Fire Safety Policy  
2019**

## DOCUMENT HISTORY

Name of Policy:	Housing Landlord Services Fire Safety Policy 2019	
Purpose of Policy:	<p>New Forest District Council is committed to its legal and moral obligations in accordance with The Regulatory Reform (Fire Safety) Order 2005 and The Housing Act 2004 and will strive to reduce the risk of fire to as low a level as is reasonably practicable.</p> <p>This policy supports the Council's overarching Corporate Fire Strategy and sets out the guiding principles and arrangements for Housing Landlord Services.</p>	
Policy Applies to:	This policy and the subsequent arrangements apply to all directly and indirectly employed housing staff within New Forest District Council and, where appropriate, tenants, contractors, care providers and members of the public.	
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## Section 1 Introduction

New Forest District Council is committed to fire safety obligations within its housing stock and will strive to reduce the risk of fire to as low a level as is reasonably practicable. This policy sets out the guiding principles and arrangements with regard to fire safety and fire risk management to achieve and maintain full compliance with its duties under The Regulatory Reform (Fire Safety) Order 2005 and The Housing Act 2004.

This Fire Safety Policy complements the Corporate Fire Safety Strategy produced by New Forest District Council.

## Section 2 Legislative and Regulatory Context

There is significant legislation and regulation around the prevention of fire in residential buildings that has developed over the years mainly in response to various incidents and tragedies that have occurred.

### The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (known as Fire Safety Order) applies to England and Wales. It covers 'general fire precautions' and other fire safety duties that are needed to protect 'Relevant Persons' in case of fire. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Fire Safety Order rests with the 'Responsible Person'.

- a) The Fire Safety Order is a fire risk assessment based approach where the responsible person(s) for the premises must decide how to address the risks identified, while meeting certain basic requirements;
- b) By adopting a fire risk assessment approach, the responsible person(s) will need to look at how to prevent fire from occurring in the first place, by removing or reducing hazards and risks (ignition sources) and then look at the precautions to ensure that people are adequately protected, if a fire were still to occur;
- c) The fire risk assessment must also take into consideration the effect a fire may have on anyone in or around your premises plus neighbouring property and will need to be kept under regular review. The fire risk assessment concentrates on the following areas:
  - Elimination or reduction of risks (ignition sources);
  - Suitable means of detecting & raising the alarm in the event of fire;
  - Adequate emergency escape routes and exits;
  - Adequate fire compartmentation (fire & smoke spread and the protection of escape routes);
  - The appropriate type and sufficient quantities of fire extinguishers for staff use within staff managed accommodation;
  - Correct type and sufficient quantities of fire signs and notices;
  - Provisions for the correct maintenance of installed fire equipment;
  - Suitable provisions for the protection of Fire Brigade personnel;

- To ensure that occupants receive the appropriate instructions & training.

### **The Housing Act 2004, which introduced the Housing Health and Safety Rating System (HHSRS)**

The Housing Act 2004 introduced the housing health and safety rating system (HHSRS). The HHSRS is a risk based evaluation tool used to assess potential risks and hazards to the health and safety of occupants from deficiencies identified in residential properties in England and Wales.

- a) The assessment method focuses on the hazards that are present in housing and tackling these making housing healthier and safer to live in;
- b) The assessment covers 29 categories of hazard which includes the threat of uncontrolled fire and smoke.

### **Other Legislation, Approved Codes of Practice and Guidance Notes**

Other legislation, approved codes of practice and guidance notes relating to Fire Precaution but which is not exhaustive:

#### **Legislation**

- a) Building Regulations 2010: Approved Document Part B: (Fire Safety) Volume 1: dwelling houses;
- b) Building Regulations 2010: Approved Document Part B: (Fire Safety) Volume 2: buildings other than dwelling houses (2006 edition incorporating the 2010 and 2013 amendments)
- c) Gas Safety (Installation and Use) (Amendment) Regulations 2018
- d) BS 7671:2018 Requirements for Electrical Installations – IET Wiring Regulations (18<sup>th</sup> Edition)
- e) Electrical Equipment (Safety) Regulations 2016
- f) Furniture and Furnishings (Fire Safety) Regulations 1998;
- g) The Health and Safety at Work Act 1974, particularly Section 3: - General duties of Employers and Self-employed persons other than their employees.

#### **Approved Codes of Practices**

- a) Fire Safety Risk Assessment – Sleeping Accommodation;
- b) Fire Safety Risk Assessment – Small and Medium Places of Assembly

#### **Guidance Notes**

- a) Regulatory Reform (Fire Safety) Order 2005 Guidance Note No. 1: Enforcement Chief Fire Officers Association;

- b) Collected Perceived Insights into and Application of The Regulatory Reform (Fire Safety) Order 2005 for the Benefit of Enforcing Authorities. Chief Fire Officers Association;
- c) National Fire Safety Protocol. LACORS;
- d) Fire Safety in Purpose-built Blocks of Flats. Communities and Local Government;
- e) Fire Safety in Housing. Chartered Institute of Housing;
- f) Fire Safety in Specialised Housing – National Fire Chiefs Council

## Section 3 Definitions

Term	Definition														
Competent Person	<p>Person(s) whilst not required to process specific academic qualifications but:</p> <ul style="list-style-type: none"> <li>a) understand the relevant fire safety legislation;</li> <li>b) have appropriate education, training, knowledge and experience in the principles of fire safety;</li> <li>c) have an understanding of how fire develops and the behaviour of people in fire;</li> <li>d) understand the hazards, risk and other relevant factors with occupants at special risk within the premises;</li> <li>e) if carrying out fire risk assessments, have appropriate training/experience in this field</li> </ul>														
Dedicated Call Centre	Appletree Careline or other contracted 24Hr Call centre.														
Emergency Evacuation Plan	The emergency evacuation plan is a written plan based on the outcome of the fire risk assessment and its purpose is to ensure that all people within the premises know what to do if there is a fire and that the premises can be evacuated safely.														
Fire Alarm Systems	<p>BS 5839-1 defines eight categories of fire alarm system, according to whether the system is purely manual or incorporates automatic fire detection, and, in the latter case, the purpose and extent of the automatic fire detection.</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2"><b>Category M</b></td> </tr> <tr> <td colspan="2">Manual system therefore incorporating no automatic fire detection.</td> </tr> <tr> <td colspan="2"><b>Category L</b></td> </tr> <tr> <td colspan="2">Automatic fire detection system intended for the protection of life:</td> </tr> <tr> <td><b>L1</b></td> <td>Installed throughout all areas of the building</td> </tr> <tr> <td><b>L2</b></td> <td>Installed in areas of the building that satisfy the recommendations for L3 systems with the addition of protection in areas where there is either a high likelihood of a fire starting or a high risk to life in the event of a fire</td> </tr> <tr> <td><b>L3</b></td> <td>Designed to give warning of fire at an early enough stage to</td> </tr> </table>	<b>Category M</b>		Manual system therefore incorporating no automatic fire detection.		<b>Category L</b>		Automatic fire detection system intended for the protection of life:		<b>L1</b>	Installed throughout all areas of the building	<b>L2</b>	Installed in areas of the building that satisfy the recommendations for L3 systems with the addition of protection in areas where there is either a high likelihood of a fire starting or a high risk to life in the event of a fire	<b>L3</b>	Designed to give warning of fire at an early enough stage to
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	<p>enable all occupants other than, possibly those in the room of fire origin, to escape safely, before the escape routes are impassable due to the presence of fire, smoke or toxic gases. To satisfy this objective fire detection is installed in all rooms or areas that open on to an escape route</p> <p><b>L4</b> Installed within escape routes, including corridors and stairways</p> <p><b>L5</b> Installed in specific locations to satisfy a specific fire safety objective</p> <p><b>Category P</b> Automatic fire detection system intended for the protection of life</p> <p><b>P1</b> Installed throughout all areas of the building</p> <p><b>P2</b> Installed only in defined parts of the building</p>
Fire Risk Assessment	<p>A formal written document which records the following:</p> <ul style="list-style-type: none"> <li>a) Fire hazards (sources of ignition, fuel and oxygen);</li> <li>b) People at risk (people in and around the premises, and those especially at risk, e.g. those with reduced mobility);</li> <li>c) Evaluate, remove/ reduce fire hazards and protect from significant risk (of fire starting, risk to people from fire, remove/ reduce fire hazards, remove/ reduce risks to people from fire, protect by providing fire precautions – active and passive);</li> <li>d) Record, plan, inform, instruct and train (major findings and action taken, discuss and work with others, prepare an emergency plan, inform and instruct, or training staff);</li> <li>e) Review: review the assessment annually, and make changes as necessary.</li> </ul> <p>Abbreviated to <b>FRA</b>.</p>
Hampshire Fire and Rescue Service	<p>Hampshire Fire and Rescue Service is the statutory fire and rescue service for the county of Hampshire.</p> <p>Abbreviated to <b>HFRS</b></p>
Housing Health and Safety Rating System	<p>The housing health and safety rating system introduced by The Housing Act 2004 is a risk-based evaluation tool to help landlords identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.</p> <p>Abbreviated to <b>HHSRS</b></p>
Manual Fire Suppression	<p>Fire Extinguishers: water; foam, carbon monoxide; &amp; powder forms.</p> <p>These extinguishers are used on different fire types, and the primary purpose is to ensure a small fire does not become a large fire. Staff using extinguishers must have received appropriate training and/or instruction</p>
Passive Fire Protection	<p>A key element of passive fire protection in buildings, based on the principles of subdividing a building into fire resistant compartments which can contain or limit the spread of fire, smoke and other dangerous gases, from entering other compartments for a period of time.</p> <p>Abbreviated to <b>PFP</b></p>
Personal Emergency	<p>The Regulatory Reform (Fire Safety) Order 2005 (where it applies)</p>

Evacuation Plan (PEEP)	<p>requires the responsible person to make provision for the safe evacuation of disabled people and those with impaired mobility in the event of a fire.</p> <p>Abbreviated to <b>PEEP</b></p>
Regulatory Reform (Fire Safety) Order 2005	<p>The main regulatory legislation which sets standards for the control measures to be taken for fire safety, including the need for all work places to have Fire Risk Assessments undertaken. General measures include:</p> <ul style="list-style-type: none"> <li>a) Reduce the risk of fire occurring on the premises and the risk of fire spread;</li> <li>b) Measures in relation to the means of escape from the premises;</li> <li>c) Measures for assuring that, at all material times, the means of escape can be safely and effectively used;</li> <li>d) Measures in relation to the means of fighting fires;</li> <li>e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises;</li> <li>f) Instruction and training of employees, and providing tenants with relevant information.</li> </ul> <p>Abbreviated to <b>Fire Safety Order</b></p>
Relevant Person	<p>Any person, including Responsible and Competent Persons, who are or may be legally on the premises and any person in the immediate vicinity of the premises who is at risk from fire.</p>
Responsible Person	<p>Detailed in the Fire Safety Order, as the person who has responsibility for fire safety matters on site. The Responsible Person is required to ensure that fire risk assessments have been undertaken and the relevant site checks are carried out to the right frequency. Fire Safety management arrangements are likely to be delegated down to an Appointed Officer(s).</p>
'Seek and Search'	<p>The investigation '<b>Signs of Fire</b>' process to prevent the disruption and the risk posed by false alarms and to ensure the appropriate attendance is sent. General measures include:</p> <ul style="list-style-type: none"> <li>a) Check the fire alarm panel to find where the alarm has activated;</li> <li>b) When investigating <b>look, listen</b> and <b>smell</b> for signs of fire. It might be smoke, unusual noises or heat and could be any one, some, or all of those signs;</li> <li>c) Before opening a door feel it with the back of your hand, as high up the door as you can reach, for signs of heat. If it is hot <b>do not</b> open the door;</li> <li>d) If at any time you discover signs of fire, raise the alarm, get out using the nearest fire exit and call the fire service on <b>999</b></li> </ul>



## Section 4 Roles and Responsibilities

We will ensure that all Council housing staff are fully aware of their role in minimising and preventing the risk of fire.

<b>Chief Executive</b>
<p>Responsibility for complying with the Fire Safety Order rests with the 'responsible person'.</p> <p>The 'responsible person' is the employer and any other person who may have control of any part of the premises. In the case of NFDC the employer is represented by the Chief Executive together with the Executive Heads who collectively form the 'Executive Management Team'.</p>
<b>Executive Head of Governance and Regulation</b>
<p>The Executive Head of Governance and Regulation has overall strategic responsibility for the Council's approach to fire safety in social housing controlled by the Council and is responsible for ensuring that the requirements of the Fire Safety Order and Housing Act 2004 and supporting Regulations are applied and implemented and to nominate one or more persons to act on their behalf to discharge their responsibilities.</p>
<b>Housing Service Managers</b>
<p>The Housing Service Managers will have been delegated responsibility by the Executive Head of Governance and Regulation and are responsible for the overall effectiveness of the Housing Landlord Services Fire Safety Policy in their areas of responsibility.</p>
<b>Maintenance Strategy and Compliance Manager</b>
<p>The Maintenance Strategy and Compliance Manager is responsible for overseeing the day to day management of fire precautions to all Council owned housing stock, reporting directly to Service Manager for Housing Maintenance and Service Manager Housing Estates Management.</p>
<b>Housing Estates and Maintenance Operations Managers</b>
<p>The Housing Estates Manager, Maintenance Operations Manager and Maintenance Operations (Technical) Manager are responsible for the detailed arrangements necessary to manage fire risk within their respective areas of control. Where contractors are being managed and there is likelihood that fire precautions may be affected, regular monitoring is to be included to ensure these precautions are maintained.</p>
<b>Fire Safety Officer</b>
<p>The Fire Safety Officer is responsible for the day to day delivery of fire precautions to all Council owned housing stock, reporting directly to the Maintenance Strategy and Compliance Manager.</p>

A detailed roles, responsibilities and duties table is attached at Appendix 1.

## Section 5 Training

All staff involved with fire risk assessment or fire prevention actions will undergo a training needs analysis to identify specific training needs. In consultation with the Corporate Health and Safety team recommendations for suitable training will be presented to the Council's Executive Management Team ensuring that staff are trained to suitable standard.

All front line Housing staff will be required to complete fire safety awareness training which will be refreshed annually. The training will include:

- Requirements of the fire fuel triangle (fuel, oxygen, heat);
- Causes of fire;
- Hazards presented from fire;
- Types of fuel;
- Sources of ignition;
- Fire detection;
- Firefighting equipment;
- Means of escape;
- Emergency procedure (specific arrangements for the location)

Staff with specific duties, such as Housing health and safety rating system (HHSRS) and Fire Risk Assessors, will be trained to undertake these tasks effectively and competently. An initial joint training session for staff of New Forest District Council and Extra Care and Support Provider will be arranged and facilitated by New Forest District Council.

## Section 6 Fire Risk Assessment

There are four different fire risk assessment types that can be carried out. The fire risk assessment must be the correct one for the particular type of premises (See Section 7).

The following table outlines a summary of Fire Risk Assessment Types:

Type	Description
Type 1 Common parts only (non-destructive)	Basic fire risk assessment required for the purpose of satisfying the Fire Safety Order.
Type 2 Common parts only (destructive)	The scope and objectives are generally similar to those of a Type 1 fire risk assessment, except that there is a degree of destructive inspection, carried out on a sampling basis. This will usually necessitate the presence of a contractor for the purpose of opening up construction and making good after the inspection.
Type 3 Common parts and flats (non-destructive)	Fire risk assessment includes the work involved in a Type 1 fire risk assessment, but goes beyond the scope of the Fire Safety Order (though not the scope of the Housing Act). This risk assessment considers the arrangements for means of escape and fire detection (i.e. smoke alarms) within at least a

	sample of the flats. Within individual flats, the inspection is non-destructive, but the fire resistance of doors to rooms is considered.
Type 4 Common parts and flats (destructive)	Same scope of work as a Type 3 fire risk assessment, except that there is a degree of destructive inspection, in both the common parts and individual flats, carried out on a sampling basis. This will usually necessitate the presence of a contractor for the purpose of opening up construction and making good after the inspection. However, the nature of the work is such that, often, destructive inspection within flats can only be carried out in those that are vacant.

## Section 7 Fire Risk Assessment Schedule

The fire risk assessment schedule is based on the level of risk and likelihood that a fire could start and cause harm to those residing in Council owned housing stock in consideration of key risk factors. An assessment of the risk factors for each building type is the driver which has formed the decision of the type and frequency of which FRA's are to be undertaken to reduce the risk of fire to as low a level as is reasonable practicable.

### Risk Factors

- Building type;
- Intended use;
- Persons at risk;
- Activities undertaken

### Building Types

The Risk Assessment Schedule varies in terms of building types and for this purpose the following table outlines a summary of the building types within the Council's stock:

TYPE	DESCRIPTION
Hostel	encompasses any building designed for the use of multiple occupation where tenants are allocated a temporary room to live with the need for sharing facilities
Extra Care	encompasses any building between two and four floors with distinct flats where tenants can live without the need for sharing facilities, but require supported living to enable their individual needs to be met
45/60+ General Needs Block	Encompasses any building between two and four floors with distinct flats where tenants can live without the need for sharing facilities, with communal stairways and enclosed corridors. But where allocation is age restricted.
Low/medium rise block	encompasses any building with between two and four floors with distinct flats where tenants can live without the need for sharing facilities, with communal stairways and enclosed corridors.

Community building	encompasses any building designed to hold public community activities
Residential Static Home	encompasses any building that is classified as a residential static caravan in a park environment. Although the structure itself does not fall within the remit of NFDC, the park communal buildings, spacing of units and other structures which would affect the spread of fire, does.
45/60+ General Needs Block (Open Walkways)	encompasses any building between two and four floors with distinct flats where tenants can live without the need for sharing facilities, with communal stairways and open-air corridors. But where allocation is age restricted.
45/60+ General Needs Block (Direct Entrances)	encompasses any building between one and two floors with distinct flats where tenants can live without the need for sharing facilities, with individual flat entrances (with no internal communal space). But where allocation is age restricted.
Low/medium rise Block (Open walkways)	encompasses any building between two and four floors with distinct flats where tenants can live without the need for sharing facilities, with communal stairways and open corridors.
Low/medium rise Block (Direct Entrances)	encompasses any building between one and two floors with distinct flats where tenants can live without the need for sharing facilities, with individual flat entrances. (with no internal communal space).
Dwelling	encompasses individual dwellings where tenants can live without the need for sharing facilities. i.e. Flat, Maisonette, House, Bungalow etc.

### Fire Risk Assessment Schedule

Maintaining robust Fire Risk Assessments and action plans on all housing property, the following Risk Assessment Schedule will be applied:

1. Commencing April 2019 a Type 3 FRA (Inc. 100% flats/rooms) will be commissioned for the following building types in the first instance in order to establish a fire compartmentation baseline:
  - Hostels,;
  - Extra Care;
  - 45/60+ Block;
  - 45/60+ Block (Open Walkways);
  - Low/medium rise blocks;
  - Low/medium rise blocks (Open walkways)
2. Any physical or managerial measures identified following assessment will be prioritised commensurate to risk in accordance with the Risk Assessment Action Plan table below which sets out the action plan risk priorities.
3. Additional budget has been allocated within the HRA Capital Planned Maintenance and Improvement budget for 2019/20.
4. For all other building types and thereafter, the following Risk Assessment Schedule will be applied:

CATEGORY	RISK LEVEL	FRA TYPE	FREQUENCY
Hostel	Medium to High	3 (Inc. 100% rooms)	Annual (rooms annually)
Extra Care	Medium to High	3 (Inc. 20% flats on an annual rolling programme)	Annual (all flats will be completed over a 5 year rolling programme)
45/60+ block	Low to Medium	1	3 yearly with annual review
45/60+ block (Open Walkways)	Low	1	3 yearly with annual review
45/60+ block (Direct Entrances)	Low	1	5 yearly with annual review
Low/medium rise block	Low	1	3 yearly with annual review
Low/medium rise block (Open walkways)	Low	1	3 yearly with annual review
Low/medium rise block (Direct Entrances)	Low	1	5 yearly with annual review
Community building	Low	1	3 yearly with annual review
Residential Static Home	Low	1	3 yearly with annual review

Accommodation identified within the Fire Risk Assessment Schedule will have a fire risk assessment completed by a competent person within the rolling period determined by the risk level. The fire risk assessment will identify and evaluate sources of ignition, sources of fuel, passive fire protection measures, and the social environment.

In addition to the above Fire Risk Assessment Schedule, any new housing block acquired or where there is reason to suspect serious risk to residents, a Type 4 FRA will be carried out.

### Risk Assessment Action Plan

The outcome of the fire risk assessment will set out an action plan listing physical and managerial measures necessary to ensure that fire risk is maintained at, or reduced to, an acceptable level. Prioritisation will be commensurate to risk, but it is important to acknowledge that major capital work cannot be completed immediately and recommended timescales will be realistic.

The table below set outs the action plan risk priorities:

PRIORITY	DESCRIPTION
<b>3 High</b>	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
<b>2 Medium</b>	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
<b>1 Low</b>	Low priority to be actioned within 6 months-1year <i>Items of non-urgent priority or for future consideration</i>

## Risk Assessment Review

Fire Risk Assessments will be reviewed:

- In accordance with the Risk Assessment table;  
Or following;
- a fire;
- Near Miss;
- the introduction of a significant risk (e.g. persons with behavioural issues, disabilities etc.);
- introduction of new work practices;
- any works affecting the means of escape or alarm systems;
- Or;
- As deemed necessary by the Maintenance Strategy and Compliance Manager or Fire Officer.

Where there is a significant change in use of the building or part of the building, the Housing Estates Manager MUST notify the Housing Maintenance Strategy and Compliance Manager and Fire Officer so that the fire risk assessment is revised without undue delay.

Where a flat is significantly redesigned, consultation with HFRS will be carried out by a competent person to identify any additional fire risk introduced as part of the redesign. The Housing Maintenance Strategy Manager, Operations Technical Manager and Fire Officer will work collaboratively to ensure the best solution is achieved.

## Periodic Stock Condition Surveys

In addition to the above Fire Risk Assessment Schedule, it is recognised that the Council has a large number of standalone dwellings. The Council intends to introduce periodic stock condition surveys within all dwellings carried out every five years. The Housing Health and Safety Rating System (HHSRS) inspection examines 29 hazards and will be incorporated alongside this survey assessing fire risk and fire hazards to occupiers. (This will be introduced with affect from April 2019).

## Annual Safety Inspections

During annual visits (gas safety inspections/non gas smoke detector inspections etc.), the Council intends to introduce a new measure whereby tenants are provided with specific information regarding fire safety (fire safety leaflet appendix 2) and Operational staff will provide fire safety awareness information and offer the opportunity for tenants to report any issues or concerns relating to fire safety.

## Section 8 Personal Emergency Evacuation

The Fire Safety Order, includes the common parts of specialised housing but not resident's private accommodation. However, the vast majority of fires in specialist housing occur within residents own accommodation. Consequently, the vast majority of deaths and serious injuries to residents from fires in specialist housing result from fires that start within a person's own accommodation (and often the room in which the fires starts). The likelihood of fire and the consequential risk to residents normally arises from the characteristics of the residents themselves.

Residents who reside in the Council’s specialist extra care housing schemes range from active older people to those who require additional supported care. For residents who have an additional care support need, a person-centred approach will be necessary to identify additional risk factors arising from aspects of resident vulnerability, taking account of lifestyle, mental capacity to make decisions, physical agility, potential for carelessness, hoarding or lack of awareness increasing the likelihood of a fire occurring.

The care and support provision provided to residents within the Council’s extra care housing schemes is commissioned by Hampshire County Council and is provided by an external Care and Support Provider. This relationship results in ‘dual responsibilities’ on the Council’s Housing Landlord Service, Hampshire County Council and external Care and Support Provider.

The following table sets out the roles and responsibilities for Fire Safety within Extra Care establishments:

<b>Fire Safety Roles and Responsibilities</b>		
<b>Housing Landlord Services ‘The Council’</b>	<b>Hampshire County Council ‘Care &amp; Support Commissioner’</b>	<b>Care &amp; Support Provider ‘Commissioned Provider’</b>
Undertake Fire Risk Assessment in accordance with Fire Risk Assessment Schedule		
Physical and managerial measures identified as necessary to ensure that fire risk is maintained at, or reduced to, an acceptable level from actions identified on the Fire Risk Assessment		
Fire safety signage		
Residents not requiring ‘Client’ care and support through adult services:  Undertake Person-centred fire risk assessments, including liaison with Adult Services and other referral agencies forming part of the ‘allocations’ process	Residents requiring ‘Client’ care and support through adult services:  Undertake Person-centred fire risk assessments forming part of the ‘allocations’ process	Draft, implement, monitor and review Personal Emergency Evacuation Plans (PEEP’s) for clients in receipt of care from the commissioned service
Engage with residents on tenancy sign-up to ensure they know what to do in the event of a fire or emergency evacuation of their home, including details of ‘Stay Put’ policy		Engage with residents in receipt of commissioned care to ensure residents know what to do in the event of a fire or emergency evacuation of their home, including details of ‘Stay Put’ policy
Monitor and audit compliance with: <ul style="list-style-type: none"> <li>▪ Emergency</li> </ul>		Following activation of the fire alarm staff are to instigate the Emergency Evacuation Plan in

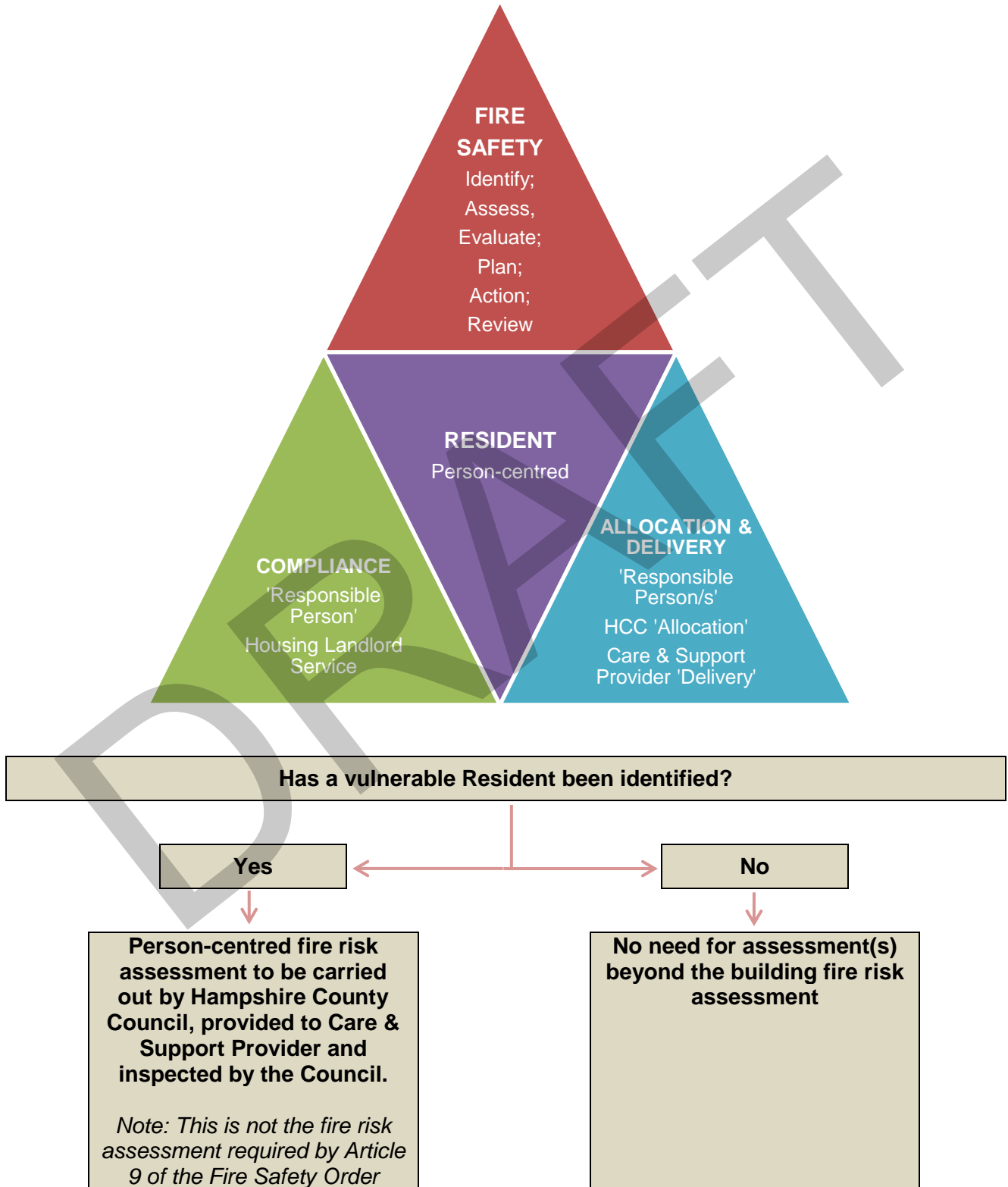
<p>evacuation plan;</p> <ul style="list-style-type: none"> <li>▪ Person-centred fire risk assessments;</li> <li>▪ Personal Emergency Evacuation Plans</li> </ul>		<p>accordance with this policy paying particular regard to the following:</p> <ul style="list-style-type: none"> <li>▪ 'Seek and Search' protocol;</li> <li>▪ 'Stay put' principle;</li> <li>▪ Personal Emergency Evacuation Plans (PEEP's)</li> </ul> <p>PEEP's should be readily available for inspection by HFRS upon their arrival identifying Client's at immediate risk.</p>
Testing and Maintenance of fire safety equipment		
Organise, lead, manage and record 6 monthly fire drills in consultation with Care Provider		Participate in assisting the Council Officers during 6 monthly fire drills to ensure affective understanding of the fire safety plan
Undertake Weekly Fire Alarm Testing		Inform, instruct and adequately train Care staff
Maintain site Fire Log Books (testing)		Maintain site Fire Log Books (activations)
Liaise with Care Provider on all aspects of fire safety	Liaise with 'the Council' on all aspects of fire safety	Liaise with 'the Council' on all aspects of fire safety
<p>Monitor and audit Housekeeping arrangements under the control of the Care and Support Provider:</p> <ul style="list-style-type: none"> <li>▪ Regulating activities leading to hazardous conditions;</li> <li>▪ Undertake regular site inspections and action any housekeeping shortcomings.</li> <li>▪ Act upon reports of risks or hazards made by the Care Provider</li> </ul>		Take all reasonable care to contribute to good housekeeping arrangements and report any service deficiencies, risks or hazards to the Council as and when identified in the course of carrying out contracted care duties
Action any report of disrepair		Report any defect or disrepair concern

Residents residing within the Council's extra care housing schemes, who have been identified as being at risk and requiring extra care and support, will have a person-centred fire risk assessment



undertaken in order to develop a PEEP. The person-centre fire risk assessment and PEEP will give due consideration to:

- Propensity to contribute to the likelihood of fire or fire development;
- Ability to respond appropriately to fire alarm signals or signs of fire;
- Ability to evacuate from the residents own flat in the event of a fire.



The person-centred fire risk assessment will involve the following 9 steps:

<b>PRE TENANCY</b>	Step 1:	Consider the characteristics, behaviours and capabilities of the resident that may lead to fire risk	<b>HAMPSHIRE COUNTY COUNCIL</b>
	Step 2:	Determine the potential causes of fire and the existing measures to prevent fire	
	Step 3:	Identify any circumstances that could lead to the rapid development of fire	
	Step 4:	Identify existing measures to protect the resident if fire occurs	
	Step 5:	Consider capacity of resident to respond appropriately to fire alarm signals or signs of fire	
	Step 6:	Consider ability of resident to make their way to safety	
	Step 7:	Determine level of risk to the resident from fire in consideration to the proposed accommodation allocation.	
<b>ALLOCATION</b>	Step 8:	Prepare action plan (PEEP) for residents in receipt of care from the Extra Care provider.	<b>CARE &amp; SUPPORT PROVIDER</b>
	Step 9:	Determine period for review of the (PEEP)	

The Council's Housing Landlord recognises that in addition to those vulnerable residents who reside in the Council's specialist extra care housing, it is likely that other vulnerable residents may be residing in the Council's wider general needs housing stock.

The Council's Safeguarding Children, Young People and Adults at Risk Policy recognises that the Council delivers a range of services and functions which can bring employees, Members, volunteers and Contractors into contact with vulnerable residents. The Council has to ensure that its functions are discharged to safeguard and promote the welfare of vulnerable residents, including those at greater risk of and consequence of fire within their home.

Council staff, Contractors or Members may be in a position, when coming into contact with residents notice those who may be at greater risk of fire, their ability to respond appropriately and their ability to evacuate should a fire occur. Where concerns are identified, these will be reported to the Housing Estates Manager who will be responsible for ensuring that the necessary referrals to relevant agencies are undertaken including consideration of what further reasonable steps the Council as Landlord can take to minimise risk to the resident.

In consideration of above the Council works closely with HFRS, who offer what is commonly known as a 'Safe and Well' visit. The visit focuses on three key areas:

- Identify and be aware of the potential fire risks within the home;
- Know what to do in order to reduce or prevent these risks;
- Put together an escape plan in case a fire does break out.

## **Section 9 Fire Prevention, Passive Fire Protection and Fire Suppression**

A smoke alarm is critical for the early detection of a fire and could mean the difference between life and death. Fires can occur in a variety of ways and in any room. About two-thirds of home fire deaths occur in homes with no smoke alarms or no working smoke alarms.

In the event of a fire, Passive Fire Protection attempts to contain or slow the spread of fire and smoke and is key in reducing the risk of injury or to life. Passive Fire Protection relies on the integrity of structural fire protection components and fire safety in buildings and is achieved through the use of fire-resistant walls, floors, and doors etc.

All housing property will be maintained to the Decent Homes Standard to provide early warning and minimise the risk and spread of fire.

### **Manual fire suppression**

Manual fire suppression in the form of fire-fighting equipment of the appropriate type, designed to extinguish fires or protect the user from fire will be supplied for staff use within managed accommodation. These will be maintained according to the manufacturer's recommendations.

### **Alarm Systems**

Where an alarm system is installed, it will be maintained according to the manufacturer's recommendations by a nominated contractor. Sounders are to be selected to provide an alarm giving a sound level between 60dB and 65dB. Alarm systems where monitored will be call-handled to ensure a response from the emergency services and reduce false alarms out of normal office hours.

Risk assessment table and type is attached at Appendix 3.

In addition, where a fire alarm system is installed in a building with communal areas, a weekly 'Fire Alarm Test' will be carried out by the Housing Estate Management and Support Officer/Assistant assigned to each building in such a way as to test every call point and sounder on a regular basis. (different call point tested each week to ensure that every one is checked periodically on a rolling basis). Officers will follow a written schedule and be recorded.

### **Smoke Detection (Domestic single dwellings)**

Smoke detectors will be fitted and hardwired in a suitable place in every rented property (one per floor) and will normally be the hallway and landing.

Smoke detectors will be replaced as part of a 10 year rolling replacement schedule or when a deficiency is identified. Through inspection regimes, where additional risks are identified (i.e. hoarding, specific disability or other risk), additional smoke detectors will be fitted to mitigate the risk.

### **Carbon Monoxide Detection**

Carbon monoxide alarms are only required in rooms containing a solid fuel burning appliance (i.e. rooms containing an open fire, log burning stove, etc.). However, as gas appliances can emit carbon monoxide, the Council will fit a Carbon Monoxide detector in every room containing a gas fueled appliance and will be inspected each year as part of the annual gas safety inspection visit.

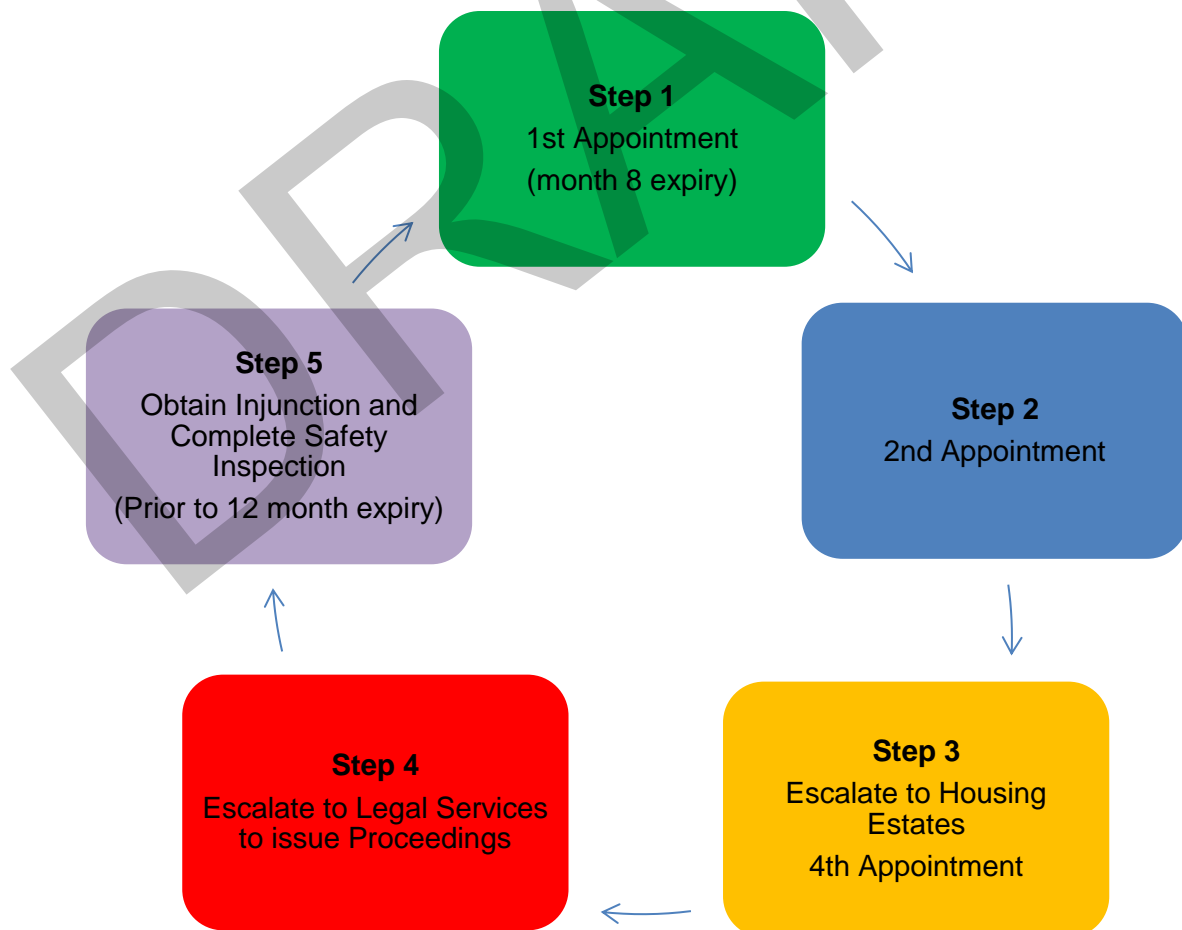
### Testing of Services

The Council's Housing Landlord Service, as landlord, is required by law to carry out a gas safety inspection every 12 months on gas appliances and flues in all rented properties. It is important that the Council has effective measures in place to gain prompt entry to carry out these inspections, to comply with its statutory obligations.

### Gas

Gas appliances will be serviced and inspected annually and attempts to gain access will commence on a 10 month annual cycle to ensure that every effort has been made to complete the safety inspection by the annual inspection anniversary. Where attempts have failed to gain access to individual dwellings, these will be escalated to Legal Services who will issue proceedings to obtain an injunction. The annual inspection regime also provides an additional opportunity to check for fire risks.

The Table below shows the process of ensuring the Council obtains access to carry out gas inspections:



## Electricity

Void properties will not be rented out unless an electrical safety certificate is provided by Housing Maintenance. This will ensure the distribution unit and circuits are all up to the minimum standard required at the time of rental. In addition, all redundant wiring will be removed wherever reasonably practicable.

Domestic and Communal electrical installations will be inspected and tested every 5 years.

## Maintenance

The maintenance of passive fire protective measures are key in reducing the risk of fire and mitigating the effects of a fire should one break out. In order to correctly prioritise resources, fire safety repair categories have been introduced:

Response Category		Risk Category	Response Time
Responsive	E = Emergency	Very high	3 hours
	U = Urgent	High	5 working days
	R = Routine	Medium	20 working days
	P = Planned	Low	90 days
PPM = Planned Preventative Maintenance		Low to very low	Inclusion within Planned programme

## Emergency Lighting

All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. Emergency Lighting will be tested by the Housing Maintenance Building Works team and records retained with the Keystone Database.

In addition to Monthly tests a test for the full rated duration of the emergency lights (e.g. 1-3 hours as per manufacturer's recommendation) must be carried out each year. The emergency lights must still be working at the end of this test.

The result will be recorded on Keystone and, if failures are detected, these will be remedied as soon as possible.

## Section 10 Fire Safety Works

### Fire Doors (Communal)

Communal doors and associated glazing screens in landings and staircases are to be a minimum 30 minutes fire resisting by their performance under test to BS 476-22 and to be self-closing in accordance with Approved Document B – Volume 1 (dwelling houses). They are to have intumescent strips and include cold smoke seals. Any glass in doors or screens is to be fire resisting to the same duration as the door or screen containing it.

Internal periodic audits of internal fire doors will be completed by a competent person on a rolling schedule proportionate to risk according to BWF (British Woodworking Federation) guidance including flat front doors if possible to ensure that compartmentalisation is maintained to ensure continuing suitability of defend in place/stay put procedure. The documentation arising from these checks are to be held on the Keystone database.

As these doors are heavily used any damage to them or propping open which compromises the integrity of the door to resist fire is to be reported immediately to the Housing Maintenance Strategy Manager for corrective action to be taken.

### **Fire Doors (Dwellings)**

Individual flat front entrance doors provide a key line of defence in fire safety as they form a compartment between the flat and the communal means of escape for other residents of the building. In the event of a fire in the flat the tenants will leave shutting the front entrance door behind them. The Building Regulations in England and associated guidance in Approved Document B – Volume 1 (dwelling houses) clarify flat entrance doorsets that allow access directly into the dwelling from a shared or communal corridor should achieve at least 30 minutes fire resistance, with additional requirements for smoke leakage.

Tenants and leaseholders are not permitted to change the front door to their flat without written permission from the Council. In order to ensure that this door remains fire resisting, any permission will insist that replacement of front doors, frames and door furniture are to be a minimum of 30 minutes fire resisting with intumescent strips and cold smoke seals (FD30S). Written confirmation of compliance will be required upon completion and the work undertaken will be inspected by a competent person.

### **Doors to Lift plant rooms, Riser Cupboards and Storerooms**

Doors and frames are to provide at least FD30 minutes fire resisting by their performance under test to BS 476-22 in accordance with Approved Document B – Volume 1 (dwelling houses). and must be kept locked shut. The lock is to be accessible to the fire brigade. Where inappropriate items are stored, staff are to make contact with the owners and request removal. If not removed within a reasonable period (24hrs for verbal contact, 7 days if in writing), then these items are to be removed and disposed of. Items deemed to be of an 'immediate' fire risk will be removed immediately.

### **Decorations**

Only paints and materials to the Class O for fire protection are to be used in means of escape. Any redecoration of walls and ceilings must be with the same paint system and specified by the manufacturer.

### **Common Ducts**

Communal kitchen or bathroom extraction ducts will be suitably protected to ensure the spread of fire via these ducts is minimised. This may take the form of fire resisting baffles within the duct or intumescent grilles fitted to extraction fans.

### **Records**

A fire record will be held for each Extra Care building indicated on the FRA schedule and this information will be housed within a Fire Information Box (FIB) installed in a suitable position in agreement with HFRS. These will detail floor layouts with flat number, fire escape routes, fire alarm locations, and known tenant issues:

#### Extra Care Schemes (FIB Contents)

- Risk Assessment;
- Floor Plan;
- Visits from a fire officer;
- PEEPs (Personal Emergency Evacuation Plan)
- Other relevant information (storage of oxygen etc.)

### Inspection of Fire Precaution Measures

In accordance with BMTRADA guidance, an internal inspection regime of passive fire precautions will be undertaken by a competent person in every housing block of flats, hostel or community building at intervals no greater than 6 monthly and the records retained within the Keystone database. Inspections will include:

- Front doors to flats;
- Landing fire doors;
- Staircase fire doors;
- Intumescent strips and smoke seals;
- Door closers;
- Glazing;
- Fire stopping to services;
- Signage.

Any repairs identified are to be raised without delay and within the timescales detailed within section 9 of this policy.

### Lofts

Following a compartmentation survey, where it has been identified that fire stopping is required, this will be introduced within a timescale based on risk. Where fire stopping is required in a loft adjoining a leaseholder or owner occupier, the Council will progress the required works in negotiation with the leaseholder and/or owner occupier.

## Section 11 Resident Involvement and Tenant Responsibilities

New Forest District Council's current Tenancy Agreements or Terms of Lease are a guide to tenants and are in place to compliment this Policy. The 'activities of people' is amongst the highest risk leading to the cause of fire in the home.

It is extremely important that tenants are fully aware of their responsibilities under their tenancy agreement or lease and tenants must comply with the requirements of their tenancy conditions and

how they can access fire safety advice. Most importantly, tenancy conditions make it clear that tenants must not make any material alterations to their homes without the express formal permission of the Council. The Council will take action against any tenant or leaseholder where it has been identified that their Tenancy Agreement or Terms of Lease has been contravened.

Tenancy conditions shall be reviewed to include the provision that tenants MUST report all fires, howsoever caused and regardless of size and/or consequence.

All tenants will be briefed on fire safety measures specific to their new home at sign up. They are to be advised that the Council offer a home safety check and urged to accept the offer, which is free of charge.

The resident involvement team play a role in engaging with tenants in support of understanding the hazards and risks commonly associated with fire. The resident involvement team shall be proactive in their approach in supporting the needs of tenants, by providing regular Fire Safety Advice articles within Hometalk, no less than once per year.

Tenants are required to provide reasonable access as per their tenancy conditions to allow the Council to complete:

- Annual gas safety inspection;
- Periodic electrical installation condition inspection;
- Periodic stock condition survey;
- Repairs and/or replacement of fire prevention measures

Tenants and leaseholders will be expected to comply with the terms of their tenancy agreement or leases in all matters that may have a bearing to fire safety. These include but are not limited to:

### **Mobility Scooters**

Normally, it would be expected that a tenant would store their mobility scooter within the property. However, a tenant may be permitted to store a maximum of one mobility scooter within a designated area under the following conditions:

- The designated area will be clearly laid out;
- It does not obstruct the main thoroughfare;
- All flammable articles and substances (including oxygen) are removed;
- Charging is only to be undertaken whilst in flats or designated area unless specific provision is supplied by the Council.

### **Security Gates / Doors**

Security gates (gaol gates) or Sitex type doors are NOT PERMITTED and are specifically excluded in the tenancy agreement.

### **Storage**

Tenants are not permitted to store possessions in the communal areas of multi-storey buildings.

Large or wooden furniture, curtains and anything that obstructs an escape route or poses significant fire loading are NOT PERMITTED. Where inappropriate items are stored in communal areas, staff are to make reasonable efforts to discover the owners and request removal. If not removed within a reasonable period (24hrs for verbal contact, 7 days if in writing), then these items



are to be removed and disposed of. Items deemed to be of an 'immediate' fire risk will be removed immediately.

### **Fire Doors**

Individual flat front doors provide a key line of defence in fire safety and tenants and leaseholders are not permitted to change or alter the front door to their flat in any way without written permission from the Council.

### **Significant Changes**

Tenants and leaseholders have a duty to request written permission from the Council before commencing any significant changes to their flat and requests will be refused if the fire integrity of the property is likely to be adversely affected. Tenants and leaseholders are required to re-instate any alterations that have not been approved in writing by the Council and an inspection will be carried out following reinstatement.

### **Home Safety Checks**

Home safety checks are offered free of charge and will be promoted by the Council. Any feedback from the Council following a home safety check will be implemented according to the agreed Housing Maintenance Policy repairs categories.

Tenants are required to provide reasonable access as per the tenancy agreement to allow the Council to complete annual gas safety and periodic electrical installation condition inspections and allow the Council to conduct their periodic stock condition survey encompassing a home safety inspection.

Existing tenants will be recommended to request a free home safety check from the Council. All relevant information and contact numbers will be supplied.

### **Existing Leaseholders and Owner Occupiers**

Once a Council property has been sold it is not the responsibility of the Council to carry out any fire precaution work within the actual dwelling itself.

If however, the fire risk is within a communal area or affects a communal area, a Risk Assessment must be carried out by a competent person and any remedial actions arising will be taken to reduce risk in an agreed priority. Leaseholders will be consulted in accordance with Section 20 of the Landlord and Tenant Act 1985 (as amended).

### **Evacuation Plan 'Stay Put' Principle**

The National Fire Chiefs Council supports the principle of a 'Stay Put' strategy wherever possible. The Stay Put strategy has been proved over many years to be safe for residents of purpose-built blocks of flats where following assessment fire compartmentation has been confirmed. This will be the principle advice given to residents.

The Stay Put strategy in summary will provide the following advice to residents of purpose-built blocks:

- Where a fire starts in a flat, the occupiers are to leave the flat, closing the front door behind them and raise the alarm (dial 999 and ask for the Fire Service). They should leave the building by the stairs and meet the fire service when they attend;
- All other flat occupiers should remain in their flat with the doors and windows closed unless there is significant smoke ingress to that flat. If residents feel they are at significant risk, they are to leave their flat, closing the front door behind them and leave the building;
- Any person in the common parts of the building is to leave the building by the nearest safe route;
- Lifts should not be used in the event of a fire. Smoke venting will be maintained to ensure stairways remain available for evacuation.

Former sheltered schemes are no longer staffed or manned by 'on site' staff and are classed as general needs with age restrictions. Accommodation within these premises is allocated to prospective tenants aged over 45 or 60, depending on the individual building. It is recognised that the 'Stay Put' principle and current fire alarm systems do not support one another and require modification.

The Council will commission a Type 3 FRA (Inc. 100% flats) in order to confirm fire compartmentation compliance of the individual premises. A scheduled programme will commence to install standalone hard-wired smoke detectors to each dwelling prior to arranging for the removal of existing common fire alarm systems.

To ensure the continued safety of residents and visitors the Tenancy Management team will continue to engage with tenants, highlighting the evacuation plan and 'stay put' principles and suitable action to take in the event of a fire, either within their own flat or communal areas. This will be supported through improved signage in all communal areas with written communication to each tenant confirming what action to take in an emergency. These measures will be further supported by staff through proactive engagement with residents during their building inspections.

### **Equalities and Diversity**

The Council will endeavour to identify and support residents who have an increased risk in the event of fire. This includes those with recognised disabilities who may need assistance to evacuate the building. There may also be residents whose behaviour as a result of vulnerability increases the likelihood of a fire starting.

## **Section 12 Liaison with Emergency Services**

New Forest District Council is committed to working with the Hampshire Fire and Rescue Service and other emergency services, to create a safer place to live and work and promote best practice in reducing fire risk.

Liaison is also a critical part of identifying trends and working with HFRS to develop methods of risk identification and risk reduction. Both parties, HFRS and the Council, will share relevant information to reduce fire risk to as low as reasonably practicable and will include:

- Provision of a list of all Council managed properties;
- Joint working to enable accurate assessments of risk;
- Provision of HFRS training to enhance fire awareness of visiting officers;
- Sharing of the key results of home safety checks;
- Sharing information on fire incidents.

## **Section 13 Appendices**

- 1 Roles and Responsibilities Table
- 2 Person-centred Fire Risk Assessment Template
- 3 Personal Emergency Evacuation Plan Template
- 4 Tenant Fire Safety Information Guides
- 5 Fire alarm Risk Assessment Table and Type
- 6 Hampshire Fires and Rescue Service Steering Protocol

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## Appendix 1 – Roles and Responsibilities Table

### **Executive Head of Governance and Regulation**

The Executive Head of Governance and Regulation has overall strategic responsibility for the Council's approach to fire safety in social housing controlled by the Council and is responsible for ensuring that the requirements of the Fire Safety Order and Housing Act 2004 and supporting Regulations are applied and implemented and to nominate one or more persons to act on their behalf to discharge their responsibilities.

The Executive Head of Governance and Regulation will ensure that adequate resources are allocated to managing fire risk, including:

- Being the 'Responsible person' for the purposes of the Regulatory Reform (Fire Safety) Order 2005;
- Maintain an up to date property asset register;
- Ensure that adequate processes and procedures are in place to manage fire risk;
- Ensure suitable and sufficient information, instruction and training is carried out for staff and contractors;
- Monitor the performance of staff and contractors;
- Ensure that members of the public, staff and contractors are not unnecessarily exposed to fire risk.

### **Housing Service Managers**

The Housing Service Managers will have been delegated responsibility by the Executive Head of Governance and Regulation and are responsible for the overall effectiveness of the Housing Landlord Services Fire Safety Policy in their areas of responsibility and will:

- Ensure adequate resources are allocated to manage fire risk;
- Monitor the performance of their subordinates against the policy;
- Advise the Executive Head of Governance and Regulation of any problem arising in connection with the management of fire risk.

### **Maintenance Strategy and Compliance Manager**

The Maintenance Strategy and Compliance Manager will be responsible for overseeing the day to day management of fire precautions to all Council owned housing stock, reporting directly to Service Manager for Housing Maintenance and Service Manager Housing Estates, Management and Support and will:

- Formulate and revise the Council's Housing Fire Safety Policy and Action Plan;
- Conduct audits to ensure that the provisions within the Fire Safety Policy are being enforced to the standard required;
- Ensure suitable and sufficient information, instruction and training is carried out for staff and contractors;
- Ensure that adequate fire risk provision is considered within the Housing Maintenance Asset Management Strategy budget;
- Appointing competent persons/contractors to assist with the implementation of preventative and protective measures;
- Ensure that appropriate equipment for detecting fire, raising the alarm and fighting fire is provided and maintained;
- Ensure that the fire precautions are maintained effectively;
- Investigate fires and fire near miss incidents and introduce controls to reduce the risk of such incidents recurring, to reduce financial loss and to improve fire risk precautions;
- Manage the 5 yearly stock condition rolling survey programme.

Appendix 1 – Roles and Responsibilities Table

<b>Fire Safety Officer</b>	
<p>The Fire Safety Officer will be responsible for the day to day delivery of fire precautions to all Council owned housing stock, reporting directly to the Maintenance Strategy and Compliance Manager and will:</p> <ul style="list-style-type: none"> <li>▪ Lead, manage and implement the requirements of this policy, working closely with HFRS, and other statutory agencies;</li> <li>▪ Manage the Council's Housing fire safety management system(s) and coordinate resources, enabling a 'safety first' culture of continual improvement of fire safety procedures and systems;</li> <li>▪ Ensure the Council's Housing Landlord's Service maintains legal compliance with statutory fire safety regulations, as well as the Council's fire standards and associated welfare provisions and standards with regard to Landlord's health and safety obligations;</li> <li>▪ Commission, monitor, action and review Fire risk assessments undertaken by external Fire risk assessors;</li> <li>▪ Conduct audits to ensure that the provisions within the Fire Safety Policy are being enforced to the standard required;</li> <li>▪ Ensure suitable and sufficient information, instruction and training is carried out for staff and contractors;</li> <li>▪ Ensure that the fire precautions are maintained effectively;</li> <li>▪ Investigate fires and fire near miss incidents and introduce controls to reduce the risk of such incidents recurring, to reduce financial loss and to improve fire risk precautions;</li> <li>▪ Work closely with Housing Estates, Management and Support team in enabling a (safety first) resident involvement fire prevention culture.</li> <li>▪ Undertake 6 monthly passive fire precaution inspections.</li> </ul>	
<b>Housing Estates Manager</b>	<b>Maintenance Operations Managers</b>
<p>The Housing Estates Manager, Maintenance Operations Manager and Maintenance Operations (Technical) Manager are responsible for the detailed arrangements necessary to manage fire risk within their respective areas of control. Where contractors are being managed and there is likelihood that fire precautions may be affected, regular monitoring is to be included to ensure these precautions are maintained and will:</p> <ul style="list-style-type: none"> <li>▪ Ensure adequate resources are made available to manage fire risk in Extra Care schemes, Hostels, General needs decommissioned schemes and walk-up blocks;</li> <li>▪ Ensure all employees receive adequate information, instruction and training, including the provision of regular refresher training to maintain knowledge and skills;</li> <li>▪ Monitor the performance of their subordinates against the policy.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Assess tenants suitability for accommodation;</li> <li>▪ Liaise with Care Providers on all aspects of fire safety;</li> <li>▪ Undertake person-centred risk assessments;</li> <li>▪ Undertake Personal Emergency Evacuation Plans (PEEP's);</li> <li>▪ Undertake Weekly Fire Alarm Testing;</li> <li>▪ Maintain site Fire Log Books;</li> <li>▪ Manage Housekeeping arrangements;</li> <li>▪ Engage with residents;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry out remedial action as determined by Fire Risk Assessments;</li> <li>▪ Affective monitoring of contractors;</li> <li>▪ Ensure refurbishment works are undertaken in accordance with Building Regulation Approved documents;</li> <li>▪ Engage with Leaseholders;</li> <li>▪ Undertake Periodic stock condition surveys.</li> </ul>

Appendix 1 – Roles and Responsibilities Table

Gas Manager	Electrical Manager
<p>The Housing Maintenance Gas Manager and Electrical Manager are responsible for the detailed arrangements necessary to manage fire risk within their respective areas of control. Where contractors are being managed and there is likelihood that fire precautions may be affected, regular monitoring is to be included to ensure these precautions are maintained and will:</p> <ul style="list-style-type: none"> <li>▪ Ensure adequate resources are made available to manage fire risk by undertaking periodic safety compliance inspections in a timely manner in accordance with statutory requirements;</li> <li>▪ Ensure all employees receive adequate information, instruction and training, including the provision of regular refresher training to maintain knowledge and skills;</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ensure all gas work is undertaken in accordance with Gas Safety (Installation and Use) (Amendment) Regulations 2018;</li> <li>▪ Undertake Periodic Gas Safety Inspections;</li> <li>▪ Undertake Periodic Carbon Monoxide Detection Inspections.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure all electrical work undertaken in accordance with BS 7671:2018 Requirements for Electrical Installations – IET Wiring Regulations (18<sup>th</sup> Edition);</li> <li>▪ Undertake Periodic testing of emergency lighting;</li> <li>▪ Undertake Periodic inspections of electrical installations;</li> <li>▪ Undertake Periodic inspections of standalone smoke detection.</li> </ul>
Employees	
<p>All Employees of New Forest District Council, irrespective of their position, has a responsibility to:</p> <ul style="list-style-type: none"> <li>▪ Take reasonable care for their own Health and Safety and that of other persons who may be adversely affected by active and/or passive fire precautions, including members of the public, tenants, visitors and contractors;</li> <li>▪ Co-operate with NFDC and its managers to enable compliance with this policy and the legal duties it holds;</li> <li>▪ Diligently undertake fire safety works or repairs to ensure that the desired standard of fire precautions are maintained;</li> <li>▪ Remove or reduce hazards that, in their opinion, may present a serious risk to health of themselves or others;</li> <li>▪ Report hazards that have been removed or that may present a serious risk of fire;</li> <li>▪ Report concerns where vulnerable residents may be at additional risk from fire or the consequences should a fire occur.</li> </ul>	
Care and Support Provider	
<p>The Care and Support provider will work with the Council to ensure detailed arrangements necessary to manage fire risk within their respective areas of control and are required to:</p> <ul style="list-style-type: none"> <li>▪ Undertake their own risk assessments at all housing schemes they provide their services and ensure these risk assessments are regularly updated and adhere to the Council's fire safety policy for Housing Landlord Services. Any changes to the policy will be notified by the Council to the commissioned Care Provider.</li> <li>▪ Undertake and implement Personal Emergency Evacuation Plans (PEEP's) for those residents in receipt of care from the Extra Care &amp; Support Provider a copy of Risk Assessments, Fire Policy and Procedures to the Landlord on request;</li> <li>▪ Implement a 'Seek and Search' protocol for fire alarm activations within Extra Care housing schemes where they are contracted to provide care, in order to adopt the appropriate evacuation procedure if required and minimise false alarm calls to the Fire Service;</li> <li>▪ All employees receive adequate information, instruction and training.</li> </ul>	

## Person-Centred Fire Risk Assessment

Name of resident			
Full address			
Date		Form completed by	

### 1. Does the individual have an increased risk?

- Yes**  If yes, tick all the fire risk factors they exhibit
- No**  Skip to next question
- Smoking – with signs of unsafe use of smoking or vaping materials (e.g. smoking in bed).
  - Use of emollient creams that are petroleum or paraffin based.
  - Air pressure mattress or oxygen cylinders are used.
  - Unsafe use of portable heaters (e.g. placed too close to materials that could catch fire).
  - Unsafe cooking practices (e.g. cooking left unattended).
  - Overloaded electrical sockets/adaptors or extension leads.
  - Faulty or damaged wiring.
  - Electric blankets used.
  - Previous fires or near misses, burns or scorch marks on carpets and furniture.
  - Unsafe candle/tea light use (e.g. left too close to curtains or other items that could catch fire or within easy reach of children or pets).
  - Other (please specify): \_\_\_\_\_

### 2. Would the individual be less able to react to an alarm or fire?

- Yes**  If yes, tick all the fire risk factors they exhibit
- No**  Skip to next question
- Mental health issues (e.g. dementia, anxiety or depression).
  - Cognitive or decision making difficulties.
  - Alcohol dependency or misuse of drugs.
  - Sensory impairments (e.g. hard of hearing or sight loss).
  - Other (please specify): \_\_\_\_\_

### 3. Does the individual have a reduced ability to escape?

- Yes**  If yes, tick all the fire risk factors they exhibit
- No**  Skip to next question
- Have restricted mobility, are frail or have a history of falls.
  - Are blind or have impaired vision.
  - Lacks capacity to understand what to do in the event of a fire.
  - Is a hoarder, or there are cluttered or blocked escape routes.
  - Are bed or chairbound.
  - Internal doors are left open at night.
  - Would be unable to unlock front door to escape.
  - Other (please specify): \_\_\_\_\_

## 4. What to do next?

If there are any questions in sections 1 to 3 that have been answered 'YES', this suggests there may be a heightened risk. Immediate actions are required to ensure agreed safety measures are in place and must be incorporated in the Personal Emergency Evacuation Plan (PEEP):

<p>In addition, extra support and advice can be sought from:</p> <ul style="list-style-type: none"> <li>▪ Hampshire Adult Social Care <b>Tel:</b> 0300 555 1386</li>   <li>▪ Hampshire Fire &amp; Rescue Service for home safety advice <b>Tel:</b> 023 8062 6751 <b>Email:</b> <a href="mailto:community.firesafety@hantsfire.gov.uk">community.firesafety@hantsfire.gov.uk</a> <b>Web:</b> <a href="http://www.hantsfire.gov.uk/yoursafety">www.hantsfire.gov.uk/yoursafety</a></li>   <li>▪ New Forest District Council Housing Estate Management. <b>Tel:</b> 023 8028 5222</li> </ul>	<p>Following completion this checklist is to be returned to:</p> <p><b>New Forest District Council Housing Landlord Services Appletree Court Beaulieu Road Lyndhurst SO43 7PA</b></p> <ul style="list-style-type: none"> <li>▪ Inform the resident or other family members of the risks identified and any agreed action that you will undertake;</li> <li>▪ If a care plan exists, all actions taken should be noted in that plan and shared with commissioned care providers of extra care schemes;</li> <li>▪ Ensure all appropriate partnership referrals are completed and actioned as required.</li> </ul>
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## Personal Emergency Evacuation Plan (PEEP)

<b>PERSONAL EMERGENCY EVACUATION PLAN</b>	
Name:	
Building:	
Property number:	
Floor:	
Number of occupants:	
Phone number or Ext.	
<b>AWARENESS OF PROCEDURE</b>	
E.g. Can the Resident hear the existing fire alarm system? Y / N (Please highlight/circle as appropriate and measures to be implemented to reduce harm)	
<b>PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the alarm). If additional needs are identified please expand rows accordingly)</b>	
1	
2	
3	
4	
5	
6	
<b>METHODS OF ASSISTANCE (e.g. Methods of guidance, transfer procedures etc.)</b>	
E.g. Can the client walk, self-propel wheelchair, evacuation chair etc.	
The following have been designated to give assistance	
<b>Name</b>	
<b>Contact Details (Building, Rm No and Ext)</b>	
<b>Name</b>	
<b>Contact Details (Building, Rm No and Ext)</b>	

**EQUIPMENT REQUIRED** (including means of communication, assistance from fire service personnel)

**ADDITIONAL INFORMATION**

**MONITOR AND REVIEW** (must be completed annually and when needs or abilities of resident change)

PEEP should be rehearsed to test their efficiency.

It is envisaged that the PEEP Assessment will be completed prior to the resident taking up occupancy and thereafter be updated:

- Following a change in the residents' health, mobility or general behaviour;
- On an ongoing basis at least every 12 months

Staff signature		Date	
Signed by Individual		Date	

**Fire Safety in the Home**

[Fire Safety in the Home \(including easy read version\)](#)

[Fire Safety for People with Sight, Hearing or Mobility Issues \(including large print version\)](#)

**Fire Safety for Children**

[Frances the Firefly: Children's Story about the Dangers of Fire](#)

**Fire Safety Seasonal**

[Fire Safety When Celebrating](#)

[Fire Safety Tips for Christmas](#)

[Fire Safety in the Winter](#)

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Appendix 5 – Alarm Risk Assessment Table and Type

ADDRESS	ACC TYPE	FRA RISK	FRA TYPE	FRA ASSESSOR	FRA ANNUAL REVIEW	FRA FREQUENCY	FIRE ALARM	FIRE SYSTEM CATEGORY	MONITORING
ROBERTSHAW HOUSE	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP5	Part 1 L2 System within communal areas LD3 heat and smoke detection within flats	ATC
COMPTON HOUSE	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP5	L3 system within communal areas LD3 grade D systems within flats	ATC
WHITECROFT	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP3	Part 1 L2 System within communal areas LD3 Grade D heat and smoke detection within flats	ATC
WILSON COURT	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP3	Part 1 L2 System within communal areas LD3 Grade D heat and smoke detection within flats	ATC
SARUM HOUSE	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP5	L3 system within communal areas LD3 grade D systems within flats	ATC
LAWRENCE HOUSE	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP3	L2 system within communal areas FRA does not system type within flats	Kestrel
CORBIN COURT	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP5	L2 system within communal areas LD3 grade D systems within flats	ATC
MARRYAT COURT	General needs 45+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP5	L2 System within communal areas LD2 smoke/heat within each flat	Kestrel

Appendix 5 – Alarm Risk Assessment Table and Type

ADDRESS	ACC TYPE	FRA RISK	FRA TYPE	FRA ASSESSOR	FRA ANNUAL REVIEW	FRA FREQUENCY	FIRE ALARM	FIRE SYSTEM CATEGORY	MONITORING
EVERGREENS	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP3	L4 system within communal areas LD3 Grade D within flats	ATC
HOWARD OLIVER HOUSE	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP3	L2 system within communal areas LD3 systems within flats	ATC
CAMPION HOUSE	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ZITON ZP3	L2 system within communal areas LD3 systems within flats	ATC
SOLENT MEAD	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	HAES	L2 system within communal areas LD3 systems within flats	ATC
FLATS 1 - 7A CLARKS CLOSE	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	HAES	L4 system in communal areas LD3 Grade D within flats	ATC
FLATS 16 - 27 CLARKS CLOSE	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	HAES	L4 system in communal areas LD3 Grade D within flats	ATC
BANNISTER COURT	General needs 60+	Low-Med	Type 1	External	Internal Fire Officer	3 yearly (annual review)	ADVANCED	L3 system within communal areas LD3 grade D systems within flats	ATC
COMMUNAL LOUNGE EWART COURT	Community	Low	Type 1	External	Internal Fire Officer	3 yearly (annual review)	HAES	L3 system	ATC
BARFIELDS	Extra Care	Med-High	Type 3	External		Annual (20%)	ZITON ZP3	L2 fire alarm system throughout	ATC
WINFRID HOUSE	Extra Care	Med-High	Type 3	External		Annual (20%)	ZITON ZP3	L2 system throughout	ATC

Appendix 5 – Alarm Risk Assessment Table and Type

ADDRESS	ACC TYPE	FRA RISK	FRA TYPE	FRA ASSESSOR	FRA ANNUAL REVIEW	FRA FREQUENCY	FIRE ALARM	FIRE SYSTEM CATEGORY	MONITORING
GORE GRANGE	Extra Care	Med-High	Type 3	External		Annual (20%)	ZITON ZP5	L2 system throughout	ATC
BARFIELDS 43-54	Extra Care	Med-High	Type 3	External		Annual (20%)	ZITON ZP3	L2 fire alarm system throughout	ATC
COMMUNAL LOUNGE CLOVER COURT	Community	Low	Type 1	External		3 yearly with annual review	HAES LEVEL 1	L2 system	ATC
WAVERLEY ROAD	Hostel	Med-High	Type 3	External		Annual (100%)	HAES ENVOY	L2 system throughout	Kestrel
14 PARSONAGE BARN LANE	Hostel	Med-High	Type 3	External		Annual (100%)	HAES 9000	L2 system throughout	Kestrel
TOURLANDS HOUSE	Hostel	Med-High	Type 3	External		Annual (100%)	HAES 9000	L2 system	Kestrel
MERRIEMEAD	Hostel	Med-High	Type 3	External		Annual (100%)	KENTEC	L2 systems throughout	Kestrel

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