

HOUSING LANDLORD SERVICES

Fire safety policy



Document

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| Name of policy | Housing Landlord Services Fire Safety Policy |
| Purpose of policy | <p>New Forest District Council (NFDC) is committed to its legal and moral obligations in accordance with The Regulatory Reform (Fire Safety) Order 2005, 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 | The policy and 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. |
| Lead officer | Service Manager – Housing Maintenance (Asset and Compliance) |
| First issued | 1 April 2019 |
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| Review period | At least every two years from date of issue or as a result of legislative, organisational change or an incident investigation. |
| Update overview | - September 2022, Changes in legislation, updates to structure of service arrangements, roles and responsibilities, updates to fire risk assessment frequency schedule, all sections reviewed, updated into new policy template. |

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1. Introduction

New Forest District Council is committed to its 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, Housing Act 2004 and other related legislation and guidance listed in section 2.

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

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 Service personnel;
 - To ensure that occupants and staff receive the appropriate information, instructions & training.
 - Provision for storing hazardous substances safely.

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.

2. Legislative and regulatory context (cont'd)

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) The Regulatory Reform (Fire Safety) Order 2005;
- b) Building Regulations 2010;
- c) Gas Safety (Installation and Use) (Amendment) Regulations 2018;
- d) BS 7671:2018 Requirements for Electrical Installations – IET Wiring Regulations (18th Edition);
- e) Electrical Equipment (Safety) Regulations 2016;
- f) Furniture and Furnishings (Fire Safety) Regulations 1988;
- g) The Health and Safety at Work Act 1974, particularly Section 3: - General duties of Employers and Self-employed persons other than their employees;
- h) The Management of Health and Safety at Work Regulations 1999.

Approved Codes of Practices

- a) Approved Document B: (Fire Safety) Volume 1: dwelling houses (2019 edition incorporating the 2020 amendments);
- b) Approved Document B: (Fire Safety) Volume 2: buildings other than dwellings (2019 edition incorporating 2020 amendments);
- c) Dangerous Substances and Explosive Atmosphere Regulations 2002 – L138 (2003);
- d) Control of Substances Hazardous to Health 2002 – L5 (2005);
- e) PAS 79-2 (currently suspended).

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;
- g) Independent Review of Building Regulations and Fire Safety: Hackitt review;
- h) Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings - DLUHC;
- i) Fire Safety Risk Assessment – Sleeping Accommodation;
- j) Fire Safety Risk Assessment – Small and Medium Places of Assembly

3. Definitions

| Term | Definition |
|---------------------------|--|
| Competent person | <p>Person(s) whilst not required to possess specific academic qualifications but:</p> <ul style="list-style-type: none"> a) understand the relevant fire safety legislation. b) have appropriate education, training, knowledge and experience in the principles of fire safety. c) have an understanding of how fire develops and the behaviour of people in fire. d) understand the hazards, risk and other relevant factors with occupants at special risk within the premises. e) if carrying out fire risk assessments, have appropriate training/experience in this field |
| Dedicated call centre | Appletree Careline or other contracted 24hour alarm monitoring centre. |
| Duty holder | The duty holder is legally responsible for the safety of employees and any relevant persons occupying or using the premises under its control. The duty holder may delegate their responsibilities to another competent person(s) on larger property portfolios. |
| 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> <p>Category M</p> <p>Manual system therefore incorporating no automatic fire detection.</p> <p>Category L</p> <p>Automatic fire detection system intended for the protection of life:</p> <ul style="list-style-type: none"> L1 Installed throughout all areas of the building L2 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 L3 Designed to give warning of fire at an early enough stage to 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 L4 Installed within escape routes, including corridors and stairways L5 Installed in specific locations to satisfy a specific fire safety objective <p>Category P</p> <p>Automatic fire detection system intended for the protection of property</p> <ul style="list-style-type: none"> P1 Installed throughout all areas of the building P2 Installed only in defined parts of the building |

3. Definitions (cont'd)

| Term | Definition |
|---|--|
| Fire risk assessment | <p>An assessment which can be recorded, identifying the following:</p> <ul style="list-style-type: none"> a) Fire hazards (sources of ignition, fuel and oxygen); b) People at risk (people in and around the premises, and those especially at risk, e.g. those with reduced mobility); 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); 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); e) Review: review the assessment regularly and make changes as necessary. <p>Abbreviated to FRA</p> |
| Hampshire and Isle of Wight Fire and Rescue Authority | <p>Hampshire and Isle of Wight Fire and Rescue Authority is the supervisory body responsible for ensuring Hampshire and Isle of Wight Fire and Rescue Service performs efficiently and in the best interest of the public and community it serves.</p> <p>Abbreviated to HIWFRA and HIWFRS</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 HHSRS</p> |
| Manual fire suppression | <p>Fire Extinguishers: water; foam, carbon dioxide; & 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 PFP</p> |
| Personal Emergency Evacuation Plan | <p>The Regulatory Reform (Fire Safety) Order 2005 (where it applies) 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 PEEP</p> |

3. Definitions (cont'd)

| Term | Definition |
|---|--|
| Regulatory Reform (FireSafety) 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"> a) Reduce the risk of fire occurring on the premises and the risk of fire spread; b) Measures in relation to the means of escape from the premises; c) Measures for assuring that, at all material times, the means of escape can be safely and effectively used; d) Measures in relation to the means of fighting fires; e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; f) Instruction and training of employees, and providing tenants with relevant information. <p>Abbreviated to Fire Safety Order (FSO)</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:</p> <ul style="list-style-type: none"> a) In relation to a workplace, the employer, if the workplace is to any extent under his control; b) In relation to any premises not falling within paragraph (a); <ul style="list-style-type: none"> ▪ The person who has control of the premises (as occupier or otherwise) in connection with carrying on by him of a trade, business or other undertaking (for profit or not), or; ▪ The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking. <p>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 'Signs of Fire' 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"> a) Check the fire alarm panel to find where the alarm has activated; b) When investigating look, listen and smell for signs of fire. It might be smoke, unusual noises or heat and could be anyone, some, or all of those signs; 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 do not open the door; 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 999 |

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.

Chief Executive

The Chief Executive is the 'Responsible Person' for the purposes of the Regulatory Reform (Fire Safety) Order 2005 nominates one or more persons to act on their behalf to discharge their responsibilities as set out below:

Executive Head of Governance and Housing

The Executive Head of Governance and Housing 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 2005 and Housing Act 2004 and supporting Regulations are applied and implemented and nominates one or more persons to act on their behalf to discharge their responsibilities as set out below:

The Executive Head of Governance and Housing will ensure that adequate time, resources and training are allocated to managing fire risk.

Service Manager – Housing Maintenance (Asset and Compliance)

The Service Manager – Housing Maintenance (Asset and Compliance) is responsible for the overall effectiveness of the Housing Landlord Services Fire Safety Policy and will:

- Formulate and revise the Council's Housing Fire Safety Policy and Action Plan;
- Be the 'Responsible person' for the purposes of the Regulatory Reform (Fire Safety) Order 2005 for social housing controlled by the Council;
- Commission, monitor, action and review Fire risk assessments undertaken by external Fire risk assessors;
- Ensure that adequate processes and procedures are in place to manage fire risk;
- Ensure suitable and sufficient information, instruction and training on fire safety 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;
- 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 Housing of any problem arising in connection with the management of fire risk;
- Provide regular compliance updates related to fire safety to Executive Management Team and Housing Safety Panel;
- Review and approve/decline 'Permit to Work' requests.

4. Roles and responsibilities (cont'd)

Housing Service Managers

Housing Service Managers are responsible for the delivery of services within their respective areas that impact on the overall effectiveness of the Housing Landlord Services Fire Safety Policy and will:

- Support and assist the Housing Maintenance (Asset and Compliance) Service Manager in discharging and undertaking his duties, and respond to matters within respective service areas;
- Ensure suitable and sufficient information, instruction and training on fire safety 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;
- 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 Housing and the Housing Service Manager (Asset and Compliance) of any problem arising in connection with the management of fire risk;
- Review and approve/decline 'Permit to Work' requests.

Asset Maintenance Manager

The Asset Maintenance Manager is responsible for overseeing the day to day management of capital planned maintenance programmes, which may impact on the integrity of fire compartmentation to Council owned housing stock, reporting directly to Service Manager for Housing Maintenance (Asset and Compliance) and will:

- Ensure suitable and sufficient information, instruction and training on fire safety 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 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;
- Ensure that the fire precautions are maintained effectively;
- Manage the five yearly stock condition rolling survey programme;
- Consider, prepare and submit 'Permit to Work' requests.

4. Roles and responsibilities (cont'd)

Building Safety Officer

The Building Safety Officer is responsible for maintaining an inspection regime, to include the following:

- To engage with residents in the safe management of their building;
- Ensuring day to day compliance standards of buildings are met;
- Weekly fire alarm tests;
- Monthly Emergency lighting flick tests;
- Undertake block inspections;
- General estate inspections;
- To carry out six monthly checks to ensure that all fire doors are fitted with effective self-closing devices in working order;
- To implement and maintain the premises information box for each Extra Care, Age Restricted Housing Scheme and Hostel. To ensure the local fire and rescue services can access up-to-date plans in both paper and electronic form of every floor of the building identifying the location of key fire safety systems.

Housing Estates Manager

The Housing Estate Manager is responsible for the delivery of estate and tenancy management services that impact on the overall effectiveness of the Housing Landlord Services Fire Safety Policy and will:

- Where contractors are being managed and there is a likelihood that fire precautions may be affected, regular monitoring is to be included to ensure these precautions are maintained;
- Ensure all employees receive adequate information, instruction and training on fire safety, including the provision of regular refresher training to maintain knowledge and skills;
- Monitor the performance of their subordinates against the policy;
- Assess tenants suitability for accommodation at the stage of property allocation and/or when the Council is made aware that an existing tenancy property, may no longer meet the ongoing needs of the tenant for fire safety;
- Liaise with Care Providers on all aspects of fire safety;
- Engage with leaseholders and residents and communicate relevant fire safety information or instruction;
- Undertake and oversee the management of person-centred risk assessments for those residents self-identifying as being high risk or where a safeguarding concern has been raised by a third party;
- Undertake and oversee the management of Personal Emergency Evacuation Plans (PEEP's) for those residents where following a person-centred risk assessment has been identified as requiring assistance;
- Manage Housekeeping arrangements;

4. Roles and responsibilities (cont'd)

Maintenance Delivery Officer

The Maintenance Delivery Officer is responsible for overseeing the day to day management of reactive maintenance and planned void maintenance works, which may impact on the integrity of fire compartmentation to Council owned housing stock, reporting directly to Service Manager for Housing Maintenance (Operations) and will:

- Ensure adequate resources are made available to manage fire safety in relation to employed maintenance staff and sub-contractors;
- Ensure suitable and sufficient information, instruction and training on fire safety is carried out for staff and contractors;
- Ensure appropriate vetting of contractors is undertaken prior to any work commencing;
- Carry out remedial action as determined by fire risk assessments and as requested by any Housing Service Manager;
- Monitor the performance of employees against the policy;
- Undertake effective monitoring of contractors in relation to fire safety;
- Ensure refurbishment works are undertaken in accordance with Building Regulation Approved Documents or other Codes of Practice, risk assessments & method statements and safe systems of work;
- Engage with leaseholders and residents and communicate relevant fire safety information and advice, prior to commencement of works;
- Ensure all risk assessments take into account the risk from fire;
- Report and breaches identified in a timely manner to the Housing Maintenance Service Manager;
- Ensure that the fire precautions are maintained effectively;
- Consider, prepare and submit 'Permit to Work' requests.

Gas Manager

The Housing Maintenance Gas Manager is responsible for the detailed arrangements necessary to manage fire risk within their respective area 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:

- 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;
- Ensure all employees receive adequate information, instruction and training on fire safety, including the provision of regular refresher training to maintain knowledge and skills;
- Ensure all gas work is undertaken in accordance with Gas Safety (Installation and Use) (Amendment) Regulations 2018;
- Undertake Periodic Gas Safety Inspections;
- Undertake Periodic Carbon Monoxide Detection Inspections;
- Undertake periodic DSEAR risk assessments of commercial boiler installations;
- Consider, prepare and submit 'Permit to Work' requests.

4. Roles and responsibilities (cont'd)

Electrical Manager

The Housing Maintenance Electrical Manager is responsible for the detailed arrangements necessary to manage fire risk within their respective area 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:

- 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;
- Ensure all employees receive adequate information, instruction and training on fire safety, including the provision of regular refresher training to maintain knowledge and skills;
- Ensure all electrical work undertaken in accordance with BS 7671:2018 Requirements for Electrical Installations – IET Wiring Regulations (18th Edition);
- Undertake Periodic testing of emergency lighting;
- Undertake Periodic inspections of electrical installations;
- Undertake Periodic inspections of standalone smoke detection;
- Consider, prepare and submit 'Permit to Work' requests.

Corporate Health and Safety Team

The Corporate Health and Safety Team is responsible for guidance and advice in respect of fire and Health and Safety to all Council owned housing stock and will:

- Conduct audits to ensure that the provisions within the Fire Safety Policy are being enforced to the standard required;
- 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;
- Work closely with Housing Estates, Management and Support team in enabling a (safety first) resident involvement fire prevention culture.

FRA Operational Working Group

In order to ensure the Council's safe and effective management of fire risk actions, the FRA Operational Working Group will:

- Monitor progress against outstanding fire risk actions;
- Consider risk implications and key decisions;
- Monitor compliance activity as set out within this policy;
- Review and consider reports from fire safety consultant experts;
- Report to and provide fire safety updates to the Executive Management Team.

4. Roles and responsibilities (cont'd)

Employees

All employees of New Forest District Council, irrespective of their position, has a responsibility for safety and will:

- 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;
- Co-operate with NFDC and its managers to enable compliance with this policy and the legal duties it holds;
- Diligently undertake fire safety works or repairs to ensure that the desired standard of fire precautions are maintained;
- Remove or reduce hazards that, in their opinion, may present a serious risk to health of themselves or others;
- Report hazards that have been removed or that may present a serious risk of fire;
- Report concerns where vulnerable residents may be at additional risk from fire or the consequences should a fire occur.

Care and Support Provider for Extra Care buildings

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 will:

- Undertake their own risk assessments at all housing schemes where they provide 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.
- Undertake a person-centred risk assessment and Personal Emergency Evacuation Plan (PEEP), where necessary for those residents in receipt of care from the Extra Care & Support Provider;
- Provide a copy of Risk Assessments, Fire Policy and Procedures to the Landlord upon request;
- 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;
- All employees receive adequate information, instruction and training.

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 and H&S panel ensuring that staff are trained to a suitable standard.

All front-line Housing staff will be required to complete fire safety awareness training which will be refreshed every two years. 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)

6. Fire risk assessments

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).

Most buildings only require a Type 1 Fire Risk Assessment for the purpose of satisfying the Fire Safety Order, and will be relevant for and commissioned in the first instance for the majority of the Council's housing stock. Other types of fire risk assessments are normally only required if a Type 1 assessment finds risks or justifications for a more comprehensive assessment. For example, a Type 4 survey commissioned following the acquisition of a new building.

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. |

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 FRAs are to be undertaken to reduce the risk of fire to as low a level as is reasonably 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 of any kind. |
| Temporary accommodation | Encompasses any building designed for the use of multiple occupation where tenants are allocated temporary self-contained rooms to live , with integral cooking and washing facilities and/or ensuite rooms with shared kitchen 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 blocks | 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. |
| 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. |
| 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. |

7. Fire risk assessment schedule (cont'd)

Fire risk assessment schedule

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

| Category | Risk level | FRA type | Frequency |
|---------------------------------------|----------------|----------|-----------------------------------|
| Hostel | Medium to high | 1 | Annually |
| Temporary accommodation | Medium to high | 1 | Annually |
| Extra Care | Medium to high | 1 | Annually |
| 45/60+ block | Low to medium | 1 | Three yearly with annual review |
| 45/60+ block (open walkways) | Low | 1 | Three yearly with annual review |
| Low/medium rise block | Low | 1 | Four yearly with bi-annual review |
| Low/medium rise block (open walkways) | Low | 1 | Four yearly with bi-annual review |
| Community building | Low | 1 | Three yearly with annual review |

Accommodation identified within the Fire Risk Assessment Schedule will have a fire risk assessment completed by a qualified 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 3 FRA will be carried out, unless there is reason to suspect compartmentation is not to standard, where a Type 4 FRA will be commissioned.

7. Fire risk assessment schedule (cont'd)

Risk assessment review

The Fire Risk Assessment is a living document, which cannot remain valid for an unlimited amount of time and needs to be reviewed periodically. A review of the Fire Risk Assessment is not necessarily the same as a repeat of the entire fire risk assessment process, but carrying out a shorter review exercise regularly, with a more fundamental new fire risk assessment completed at less regular intervals.

Fire Risk Assessments will be reviewed in accordance with the Fire Risk Assessment schedule; Or:

- When material alterations take place;
- When there is significant change in the matters that were taken into account as the original fire risk assessment was carried out;
- Widespread change in the type of residents occupying the block;
- When there is reason to suspect that the original fire risk assessment is no longer valid (e.g. after a fire that occurred within, or spread to, the common parts);
- After completion of significant works completed to address shortcomings identified by the fire risk assessment;
- Introduction of new work practices;
- Any works affecting the means of escape or alarm systems; Or;
- As deemed necessary by the Service Manager, Housing Maintenance (Asset and Compliance) or Health and Safety Advisor.

Where there is a significant change in use of the building or part of the building, the Housing Estates Manager **must** notify the Service Manager, Housing Maintenance (Asset and Compliance), so that the fire risk assessment is revised without undue delay.

Where a flat is significantly redesigned, consultation with HIWFRS will be carried out by a competent person to identify any additional fire risk introduced as part of the redesign. The Service Manager, Housing Maintenance (Asset and Compliance) and Health and Safety Advisor will work collaboratively to ensure the best solution is achieved.

Interim periodic reviews will be undertaken by a competent person using the PAS 79 model template and signed off by the Service Managers for Housing Maintenance (Asset and Compliance), Housing Maintenance (Operations) and Housing Estates and Support.

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.

The table below set outs the action plan risk priorities:

7. Fire risk assessment schedule (cont'd)

| Priority | Description |
|-------------------|---|
| Immediate | Immediate priority to be implemented as soon as possible, including, where relevant, interim measures necessary to ensure the safety of residents until permanent measures can be implemented. |
| 3 - High | High priority to be implemented within 3 months. <i>Deficiencies which could cause injury or death and require high priority short-term action. Also includes matters that can be resolved at minimal cost.</i> |
| 2 - Medium | Medium priority to be implemented within six months. <i>Breaches in legislation that may require medium term action to resolve.</i> |
| 1 - Low | Low priority to be implemented as and when the opportunity arises, such as the time of replacement of a fire door or refurbishment of the building. <i>Items of non-urgent priority or for future consideration.</i> |

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 has introduced periodic stock condition surveys within all dwellings which are 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.

8. Personal emergency evacuation

The Fire Safety Order, includes the common parts of specialised housing but not residents' private accommodation. However, the vast majority of fires in specialised housing occur within residents own accommodation. Consequently, the vast majority of deaths and serious injuries to residents from fires in specialised housing result from fires that start within a person's own accommodation (and often the room in which the fire 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 specialised 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, ability to make informed decisions regarding risk and risk reduction, 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:

| Fire Safety Roles and Responsibilities | | |
|---|--|---|
| Housing Landlord Services 'The Council' | Hampshire County Council Care & Support Commissioner' | Care & Support Provider 'Commissioned Provider' |
| Appoint a competent person to 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. |

8. Personal emergency evacuation (cont'd)

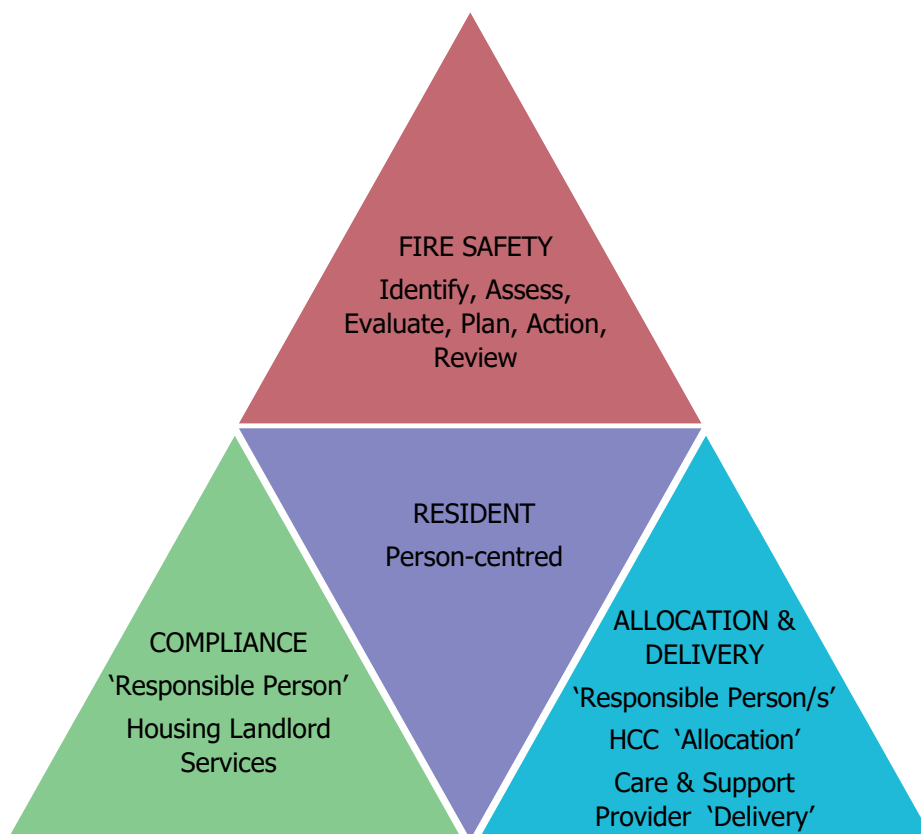
| Housing Landlord Services 'The Council' | Hampshire County Council Care & Support Commissioner' | Care & Support Provider 'Commissioned Provider' |
|---|--|--|
| Monitor and audit compliance with: <ul style="list-style-type: none"> ▪ Emergency evacuation plan; ▪ Person-centred fire risk assessments; ▪ Personal Emergency Evacuation Plans. | | Following activation of the fire alarm staff are to instigate the Emergency Evacuation Plan in accordance with this policy paying particular regard to the following: <ul style="list-style-type: none"> ▪ 'Seek and Search' protocol; ▪ 'Stay put' principle; ▪ Personal Emergency Evacuation Plans(PEEP's). PEEP's should be readily available in Fire information boxes for inspection by HIWFRS upon their arrival identifying Clients at immediate risk. |
| Testing and Maintenance of fire safety equipment. | | |
| Undertake Weekly Fire Alarm Testing. | | Inform, instruct and adequately train Care staff. |
| Maintain site Fire Log Books (testing). | | Maintain site Fire Log Book (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. |
| Monitor and audit Housekeeping arrangements under the control of the Care and Support Provider: <ul style="list-style-type: none"> • Regulating activities leading to hazardous conditions; • Undertake regular site inspections and action any housekeeping shortcomings; • Act upon reports of risks or hazards made by the Care Provider. | | 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. |

8. Personal emergency evacuation (cont'd)

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-centred 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.



Has a vulnerable resident been identified?

Yes

No

Person-centred fire risk assessment to be carried out by Hampshire County Council, provided to Care & Support Provider and inspected by the Council.
Note: This is not the fire risk assessment required by Article 9 of the Fire Safety Order

No need for assessment(s) beyond the building fire risk assessment.

8. Personal emergency evacuation (cont'd)

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

| | | | |
|--------------------|--------|--|----------------------------------|
| Pre tenancy | Step 1 | Consider the characteristics, behaviours and capabilities of the resident that may lead to fire risk | Hampshire County Council |
| | 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. | |
| Allocation | Step 8 | Prepare action plan (PEEP) for residents in receipt of care from the Extra Care provider. | Care and support provider |
| | Step 9 | Determine period for review of the (PEEP) | |

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

The Council's Housing Landlord will seek to identify vulnerable and/or disabled residents where it is reasonably practicable to do so and utilise resources proportionate to likely risk in accordance with the table set out below:

| Category | Anticipatory risk level | Action | Frequency |
|--|-------------------------|--|---|
| Extra Care (Residents not in receipt of extra care) | High | Person centred risk assessment (and PEEP if necessary) | 1. At property nomination stage, and; 2. Annually thereafter. |
| General needs blocks Age Restricted 60+ | Medium | Person centred risk assessment (and PEEP if necessary) | 1. At property nomination stage, and; 2. Upon a resident self-identifying, or where a safe guarding concern is raised, or where known to the Landlord. |
| General needs blocks Age Restricted 45+ | Low to Medium | Person centred risk assessment (and PEEP if necessary) | 1. At property nomination stage; 2. Upon a resident self-identifying, or where a safe guarding concern is raised, or where known to the Landlord. |
| General needs | Low | Person centred risk assessment (and PEEP if necessary) | 1. At property nomination stage; 2. Upon a resident self-identifying, or where a safe guarding concern is raised, or where known to the Landlord. |

8. Personal emergency evacuation (cont'd)

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 addition, the Council works closely with HIWFRS, 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.

9. Fire prevention, passive fire protection and 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 domestic 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. Our Asset management database (Keystone) records all maintenance regimes.

Communal Alarm systems

Where an alarm system is installed, it will be to BS 5839-1 and maintained according to the manufacturer's recommendations by a competent 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 4.

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 Building Safety Officer 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 everyone is checked periodically on a rolling basis). Officers will follow a written schedule and be recorded on our Asset management database (Keystone).

Smoke detection (Domestic single-dwellings)

Smoke detectors will be fitted and hard-wired in a suitable place in every rented property. If a system is upgraded to current standards (BS 5839-6) this will have detection in every habitable room (LD1 in Specialised Housing, LD2 in general needs flats).

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 fuelled appliance and will be inspected each year as part of the annual gas safety inspection visit.

9. Fire prevention, passive fire protection and suppression (cont'd)

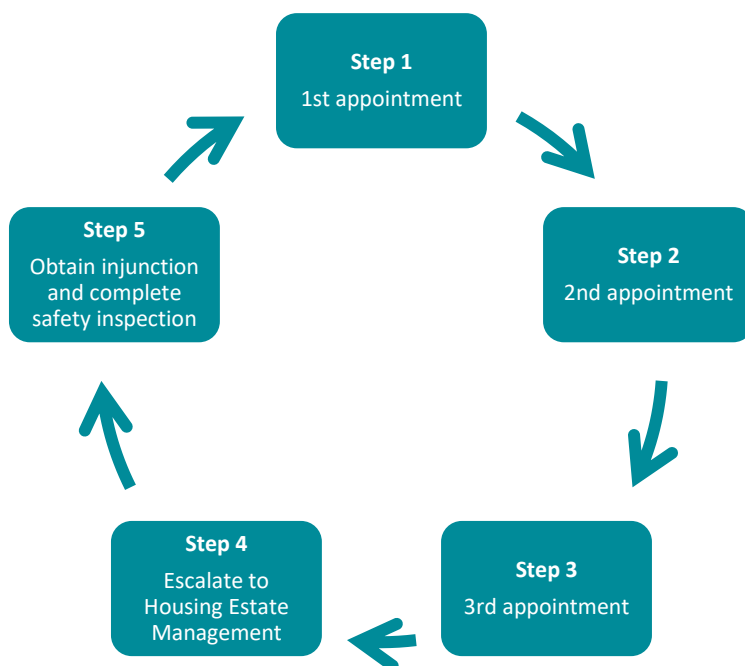
Testing of services

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 map opposite 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 and 10 years respectively.

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 | 24 hours |
| | P = Priority | Medium | 5 working days |
| | R = Routine | Low | 20 working days |
| PW = Programmed | | Low to very low | 90 days |

9. Fire prevention, passive fire protection and suppression (cont'd)

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 and records retained with the Keystone asset management 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.

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 (dwellings). 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 Service Manager (Asset and Compliance) 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.. The Building Regulations in England and associated guidance in Approved Document B – Volume 1 (dwellings) 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) and have a positive action overhead or concealed self-closing device. Written confirmation of compliance will be required upon completion and the work undertaken will be inspected by a competent person.

The Council is responsible for all Tenant and Leaseholder flat entrance doors. Where a fire door is damaged it is to be repaired or replaced to achieve ½ hour fire resistance.

Doors to lift plant rooms and riser cupboards

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 (dwellings). and must be kept locked shut and not used for the storage of goods whatsoever.

Storerooms

Where storeroom doors open into a protected stairwell the 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 (dwellings).

These areas must be controlled as to the contents stored within them by residents and staff, depending on who is responsible. Those storerooms with specific requirements to store combustibles, hazardous products etc, must be risk assessed and appropriate containers or controls implemented. The provision of fire detection may be required, based on the compartmentation of the area. These areas should not be subjected to additional or unnecessary ignition and fuel sources, such as petrol, appliances etc.

10. Fire safety works (Cont'd)

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.

Walls and Ceiling paint surfaces

Only paints and materials to the Class B-s3, d2 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.

Communal furnishings

No additional Christmas decs etc. can be placed in communal areas.

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 scheme, and age restricted or temporary accommodation building that have complex layouts in agreement with HIWFRS. This information will be housed within a Fire Information Box (FIB) installed in a suitable position in agreement with HIWFRS. These will detail floor layouts with flat number, fire escape routes, fire alarm locations, and known tenant issues: these will be maintained by the Building Safety Officers.

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;
- Cross corridor 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.

10. Fire safety works (Cont'd)

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. Access to communal loft spaces has been restricted.

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.

All tenants will be briefed on fire safety measures specific to their new home at sign up.

The Building Safety Officers are required to engage with tenants in support of understanding the hazards and risks commonly associated with fire. The Building Safety Officers shall be proactive in their approach in supporting the needs of tenants, by providing regular fire safety advice.

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, emerging themes to be provided by Service Managers, 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 their individual dwelling. However, a tenant may be permitted to store a mobility scooter outside of their dwelling, if a designated storage area exists. The following conditions apply to any tenant that has a mobility scooter:

- Storage outside an individual dwelling will only be permitted if there is a designated area and the designated area is clearly laid out for said purpose;
- 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 and the area is suitability compartmentalised and tenants ensure the area is kept secured;

Security gates / doors

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

11. Resident involvement and tenant responsibilities (cont'd)

Storage

Tenants are not permitted to store possessions in the communal areas of a building. As per the resident tenancy agreement, Section 7.2, referring to the tenants, members of the household and their visitors, they must not:

- Keep anything in communal areas.

Anything that obstructs an escape route or poses significant fire loading is **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.

The Council will notify all residents with a balcony that barbeques are not permitted and combustible storage on balconies will be monitored to ensure it does not cause a significant fire hazard.

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. Where these are found or brought to the council's attention any defective door will be replaced.

Self closing devices must not be disengaged or removed.

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.

Where access is refused, enforcement action will be taken as appropriate.

Existing Leaseholders and Owner Occupiers

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

If, however, a fire risk is identified, within 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 the risk in an agreed priority. Leaseholders will be consulted in accordance with Section 20 of the Landlord and Tenant Act 1985 (as amended).

11. Resident Involvement and tenant responsibilities (Cont'd)

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 principal 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 of origin, 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, and leave the building by the nearest safe route;
- 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. A scheduled programme will commence to address any actions and install standalone hard-wired smoke detectors to each dwelling. The Council will then seek approval from Hampshire and Isle of Wight Fire and Rescue Service prior to arranging for the removal or adaptation of existing common fire alarm systems.

To ensure the continued safety of residents and visitors the Building Safety Officers 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.

Equality 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.

Assessment of allocation nominations should form part of risk assessment and identification to ensure that clients' needs are identified and considered as part of the allocation process and are formally documented as part of the nomination process to the estate management team.

12. Liaison with emergency services

New Forest District Council is committed to working with the Hampshire and Isle of Wight 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 HIWFRS to develop methods of risk identification and risk reduction. Both parties, HIWFRS and the Council, via quarterly fire steering group meetings, to 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, including number of storeys, occupancy and emergency contact details;
- Joint working to enable accurate assessments of risk;
- Provision of HIWFRS training to enhance fire awareness of visiting officers;
- Sharing of the key results of home safety checks;
- Sharing information on fire incidents.

13. Appendices

Appendix 1 - 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 if no, skip to question 2

- 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/ adapters or extension leads
- Faulty or damaged wiring
- Use of electric blankets
- Previous fires or near misses, burns or scorch marks on carpets or furniture
- Unsafe candle or tea light use (e.g. left too close to curtains or other items that could catch fire, or within easy reach of children)
- Charging of mobility scooter
- Lone occupier
- Other (please specify)

13. Appendices (cont'd)

Appendix 1 - Person-centred fire risk assessment (cont'd)

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 if no, skip to question 3

- Mental health issues (e.g. dementia, anxiety or depression)
- Cognitive or decision making difficulties
- Alcohol dependency or drug misuse
- 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 if no, skip to question 4

- Have restricted mobility, are frail or have a history of falls
- Are blind or have impaired vision
- Lacks capacity of what to do in the event of a fire
- Is a hoarder, or there are cluttered or blocked escape routes
- Are bed or chair bound
- Internal doors are left open at night
- Would be unable to unlock front door to escape
- Other (please specify)

13. Appendices (cont'd)

Appendix 1 - Person-centred fire risk assessment (cont'd)

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):

In addition, extra support and advice can be sought from:

- Hampshire Adult Social Care
Tel: 0300 555 1386
- Hampshire and Isle of Wight Fire & Rescue Service for home safety advice
Tel: 023 8062 6751
Email: community.firesafety@hantsfire.gov.uk
Web: hantsfire.gov.uk/yoursafety
- New Forest District Council Housing Estate Management.
Tel: 023 8028 5222

Following completion this checklist is to be returned to:

New Forest District Council
Housing Landlord Services
Appletree Court
Beaulieu Road
Lyndhurst
SO43 7PA

- Inform the resident or other family members of the risks identified and any agreed action that you will undertake;
- If a care plan exists, all actions taken should be noted in that plan and shared with commissioned care providers of extra care schemes;
- Ensure all appropriate partnership referrals are completed and actioned as required.

13. Appendices (cont'd)

Appendix 2 - Personal Emergency Evacuation Plan (PEEP)

| Personal Emergency Evacuation Plan | |
|---|--|
| Name | |
| Building | |
| Property number | |
| Floor | |
| Number of occupants | |
| Phone no. or extension | |
| Awareness of procedure | |
| <p>E.g. Can the Resident hear the existing fire alarm system?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Please tick as appropriate and measures to be implemented to reduce harm.</p> | |
| Personalised Evacuation Procedure | |
| <p>A step by step account beginning with the alarm. If additional needs are identified please expand rows accordingly.</p> | |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| Methods of assistance e.g. methods of guidance, transfer | |
| <p>E.g. Can the client walk, self-propel wheelchair, evacuation chair etc.</p> | |

13. Appendices (cont'd)

Appendix 2 - Personal Emergency Evacuation Plan (PEEP) (cont'd)

| The following have been designated to give assistance | | | |
|--|--|-------------|--|
| Name | | | |
| Contact details (building, room no and extension) | | | |
| Name | | | |
| Contact details (building, room no and extension) | | | |
| Equipment required (including means of communication, assistance from fire service personnel) | | | |
| | | | |
| Monitor and review (must be completed annually and when needs or abilities of resident change) | | | |
| <p>PEEP should be rehearsed to test their efficiency.</p> <p>It is envisaged that the PEEP Assessment will be completed prior to the resident taking up occupancy and thereafter be updated:</p> <ul style="list-style-type: none"> 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 | |

13. Appendices (cont'd)

Appendix 3 - Tenant fire safety information guides

Fire safety in the home

- Fire Safety in the Home (including easy read version)
www.gov.uk/government/publications/make-your-home-safe-from-fire
- Fire Safety for People with Sight, Hearing or Mobility Issues (including large print version)
www.gov.uk/government/publications/fire-safety-for-people-with-sight-hearing-or-mobility-difficulties

Fire safety for children

- Frances the Firefly: Children's Story about the Dangers of Fire
www.gov.uk/government/publications/frances-the-firefly

Seasonal fire safety

- Fire Safety When Celebrating
www.gov.uk/government/publications/fire-safety-when-celebrating
- Fire Safety Tips for Christmas
www.gov.uk/government/publications/fire-safety-tips-for-christmas
- Fire Safety in the Winter
www.gov.uk/government/publications/fire-safety-in-the-winter

13. Appendices (cont'd)

Appendix 4 - Alarm risk assessment table and type

| Address | ACC Type | FRA Risk | FRA Type | FRA Assessor | FRA Annual Review | FRA Frequency | Fire System Category | Monitoring |
|------------------|-------------------|----------|----------|--------------|-------------------|--------------------------|---|---------------------|
| ROBERTSHAW HOUSE | General needs 45+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | 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 | 3 yearly (annual review) | L3 system within communal areas LD3 grade D systems within flats | ATC |
| WHITECROFT | General needs 45+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | 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 | 3 yearly (annual review) | Part 1 L2 System within communal areas LD3 Grade D heat and smoke detection within flats | Southern Monitoring |
| SARUM HOUSE | General needs 45+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L3 system within communal areas LD3 grade D systems within flats | ATC |

13. Appendices (cont'd)

Appendix 4 - Alarm risk assessment table and type (cont'd)

| Address | ACC Type | FRA Risk | FRA Type | FRA Assessor | FRA Annual Review | FRA Frequency | Fire System Category | Monitoring |
|---------------------|-------------------|----------|----------|--------------|-------------------|--------------------------|--|---------------------|
| LAWRENCE HOUSE | General needs 45+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L2 system within communal areas FRA does not system type within flats | Southern Monitoring |
| CORBIN COURT | General needs 45+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L2 system within communal areas LD3 grade D systems within flats | ATC |
| MARRYAT COURT | General needs 45+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L2 System within communal areas LD2 smoke/heat within each flat | Southern Monitoring |
| EVERGREENS | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L4 system within communal areas LD3 Grade D within flats | ATC |
| HOWARD OLIVER HOUSE | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L2 system within communal areas LD3 systems within flats | ATC |
| CAMPION HOUSE | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L2 system within communal areas LD3 systems within flats | ATC |

13. Appendices (cont'd)

Appendix 4 - Alarm risk assessment table and type (cont'd)

| Address | ACC Type | FRA Risk | FRA Type | FRA Assessor | FRA Annual Review | FRA Frequency | Fire System Category | Monitoring |
|------------------------------|-------------------|----------|----------|--------------|-------------------|-----------------------------|---|---------------------|
| SOLENT MEAD | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L2 system within communal areas LD3 systems within flats | ATC |
| FLATS 1 – 7ACLARKS CLOSE | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L4 system in communal areas LD3 Grade D within flats | Southern Monitoring |
| FLATS 16 – 27 CLARKS CLOSE | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L4 system in communal areas LD3 Grade D within flats | ATC |
| BANNISTER COURT | General needs 60+ | Low-Med | Type 1 | External | Internal | 3 yearly (annual review) | L3 system within communal areas LD3 grade D systems within flats | ATC |
| COMMUNAL LOUNGE EWART COURT | Community | Low | Type 1 | External | Internal | 3 yearly (annual review) | L3 system | ATC |
| BARFIELDS | Extra Care | Med-High | Type 1 | External | Internal | Annually | L2 fire alarm system throughout | ATC |
| WINFRID HOUSE | Extra Care | Med-High | Type 1 | External | Internal | Annually | L2 system throughout | ATC |
| GORE GRANGE | Extra Care | Med-High | Type 1 | External | Internal | Annually | L2 system throughout | ATC |
| COMMUNAL LOUNGE CLOVER COURT | Community | Low | Type 1 | External | Internal | 3 yearly with annual review | L2 system | ATC |
| WAVERLEY ROAD | Hostel | Med-High | Type 1 | External | Internal | Annually | L2 system throughout | Southern Monitoring |

13. Appendices (cont'd)

Appendix 4 - Alarm risk assessment table and type (cont'd)

| Address | ACC Type | FRA Risk | FRA Type | FRA Assessor | FRA Annual Review | FRA Frequency | Fire System Category | Monitoring |
|------------------------|--------------------------------|----------|----------|--------------|-------------------|--------------------------------|---|---------------------|
| 14 PARSONAGE BARN LANE | Hostel | Med-High | Type 1 | External | Internal | Annually | L2 system throughout | Southern Monitoring |
| TOURLANDS HOUSE | Hostel | Med-High | Type 1 | External | Internal | Annually | L2 system | Southern Monitoring |
| MERRIEMEAD | Hostel | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |
| Pentagon Court | TA | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |
| Ocknell Grove | Hostel | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |
| Blackfield Court | TA | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |
| Hanover House | General Needs | Low-Med | Type 1 | External | Internal | 4 yearly with bi-annual review | L2 system covering Hanover Hall and Flat 18 above | Southern Monitoring |
| 95a High Street | Leased Temporary accommodation | Low-Med | Type 1 | External | Internal | 3 yearly with annual review | L3 system within communal areas LD3 grade D systems within flats | Standalone |
| 129 Ashley Road | Hostel | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |
| Blease Court | TA | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |
| Jubilee House | TA | Med-High | Type 1 | External | Internal | Annually | L1 systems throughout | Southern Monitoring |
| Platinum House | TA | Med-High | Type 1 | External | Internal | Annually | L2 systems throughout | Southern Monitoring |

13. Appendices (cont'd)

Appendix 5 - Fire Strategy Management Steering Protocol 2019 Local agreement

Hampshire and Isle of Wight Fire and Rescue Service and New Forest District Council

| Date | Version | Details | Name |
|----------|---------|--|-------------|
| 03.07.17 | 0.1 | First Draft taken from original in 2012 Requested to be added to agenda at next meeting | S. Lawrence |
| 26.06.19 | 0.2 | Second Draft taken from 2017 revision. Agenda 17/07/2019 | R Thomson |
| 19.07.19 | 0.3 | Final | R Thomson |
| 04.05.22 | 0.4 | Fire Safety Management Steering Group review | R Thomson |

1. Introduction

This document forms an agreement between Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) and New Forest District Council (NFDC). It is designed so both parties' available resources are used to maximum effect. The desired outcomes of effective fire risk reduction in New Forest District Council premises and service delivery.

This agreement is not intended to create a legally binding relationship between the parties.

A group will be established to plan and proactively deliver and monitor the objectives of this agreement.

2. Individual objectives

HIWFRS objectives are:

1. Reduce the number of fire deaths and injuries.
2. Reduce the number of fires started deliberately.
3. Reduce the number of unwanted fire alarms.
4. Reduce the amount of enforcement activity against NFDC.

NFDC objectives are:

1. Improvement in the management of risk to all personnel using/entering NFDC premises from injury and loss of life due to fire.
2. To ensure compliance with the fire safety order.
3. To minimise the risk of loss from fire.
4. To maximise the awareness of fire at corporate, local management and operational activities.
5. To ensure the safety of staff and building users is consistent with the council's corporate risk assessment for buildings.

13. Appendices (cont'd)

Appendix 5 - Fire Strategy Management Steering Protocol 2019 Local agreement (cont'd)

3. Common objectives

Analysis of the key objectives from each organisation shows that a set of mutual objectives can be defined as follows:

1. Reduce the risk of fire on NFDC premises.
2. Increase awareness of key issues in fire safety management within NFDC premises including:
 - a. arson prevention
 - b. reduction of unwanted fire alarms.
3. To concentrate resources on reducing risk from fire in high life risk premises.
4. To mitigate the effects of fires that do occur by ensuring:
 - a. Appropriate human responses through local management.
 - b. Provision of appropriate improvements to structural fire precaution measures.

4. Mission Statement

The Agreement Aims to deliver the following outcomes:

- A reduction in the risk of deaths and injuries due to fire in NFDC premises.
- A raising of awareness and skills of service managers in relation to fire safety, arson prevention and unwanted fire alarm signals.
- A reduction in the risk of fires in/on NFDC premises and an improvement in the detection and containment of fires.
- A reduction in the number of (arson) deliberate fires in/on NFDC premises.
- A continuing improvement in risk assessment in relation to structural fire precautions in building projects and a commitment to consider automatic sprinklers installations where relevant based on established methodology.

5. Resource Commitments

Hampshire and Isle of Wight Fire and Rescue Service

- HIWFRS will provide support and guidance to and engage in, where appropriate and resource allows, training for NFDC staff where necessary to achieve objectives.

New Forest District Council

- NFDC will incorporate into its general Health and Safety Management activities a Fire Safety Agenda. This will complement the HIWFRS Risk Reduction activity by concentration on training.
- NFDC will ensure that fire safety is a priority in the design and refurbishment programmes of its premises. Both parties will take a proactive stance in early consultation when considering potential design solutions.

General

- Resource commitments, both human and financial, will be subject to availability and prioritisation as agreed by the respective members and executives.

13. Appendices (cont'd)

Appendix 5 - Fire Strategy Management Steering Protocol 2019 Local agreement (cont'd)

6. Key objectives

This Agreement is intended to build on the partnership working already commenced between the two parties in relation to fire precautions and fire management improvement. Training and education will be supported by HIWFRS. Where notice is given by HIWFRS of an inspection of an NFDC premises, a pre-inspection will be carried out by an appointed NFDC representative with the aim of self-regulation and self-compliance.

HIWFRS reserve the statutory rights to enforcement activity where it is deemed necessary or unavoidable.

7. Signatories

Hampshire and Isle of Wight Fire and Rescue Service

Signed: Date:

(Community Safety Delivery Manager New Forest)

Signed: Date:

(Group Manager New Forest Group – on behalf of Hampshire and Isle of Wight Fire and Rescue Service)

New Forest District Council

Signed:Date:

(On Behalf of New Forest District Council)

8. Review and monitor

This agreement will be reviewed at least bi-annually and will be monitored throughout the year. Regular and suitable meeting times should be agreed and not less than twice per year.

New Forest District Council
Appletree Court, Beaulieu Road, Lyndhurst. Hampshire. SO43
7PN

newforest.gov.uk

 [newforestdc](https://twitter.com/newforestdc)  [newforestgov](https://www.facebook.com/newforestgov)  [newforestcouncil](https://www.instagram.com/newforestcouncil)

