

Fire safety policy

Housing Landlord Services

HLSPOL01

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1 Document history

Name of policy	Fire Safety Policy
Document reference	HLSPOL01
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, 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, and members of the public.
Lead officer	Ritchie Thomson – Service Manager
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Review period	At least every three years from date of issue or as a result of legislative, organisational change or an incident investigation.
Update overview	August 2024, changes in legislation, updates to structure of service arrangements, roles and responsibilities, fire risk assessment frequency schedule, updated into new policy template.

2 Introduction

- 2.1 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 set out in **Section 3**.
- 2.2 This Fire Safety Policy complements the Corporate Fire Safety Strategy produced by New Forest District Council.

3 Legislative and regulatory context

3.1 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 fire safety incidents and tragedies that have occurred.

The Regulatory Reform (Fire Safety) Order 2005

- 3.2 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.

Fire Safety Act 2021

3.3 Extends the definition of the premises to which the FSO applies to include a building's structure, external walls and any common parts, all doors between the domestic premises and common parts, doors or windows in external walls and anything attached to the exterior of those walls e.g., balconies.

Fire Safety (England) Regulations 2022

3.4 The Fire Safety (England) Regulations 2022 introduced new duties under the Fire Safety Order for building owners or managers (responsible persons).

In all multi-occupied residential buildings with 2 or more sets of domestic premises responsible persons are required to:-

1. Provide relevant fire safety instructions to their residents, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building.
2. Provide residents with information relating to the importance of fire doors in fire safety.

The responsible person, in relation to a building which contains two or more sets of domestic premises, and which contains common parts through which residents would need to evacuate in the case of an emergency, must provide the required information about fire doors to the residents of the building.

The required information referred to is information to the effect that:-

- fire doors should be kept shut when not in use;
- residents or their guests should not tamper with the self-closing devices; and
- residents should report any faults or damages with doors immediately to the responsible person;

The required information must be provided by the responsible person:-

- to a new resident of domestic premises in the building, as soon as reasonably practicable after that resident moves into the premises; and
- to all residents of domestic premises within the building, within each period of 12 months beginning with the date the Regulations came into force.

The Building Safety Act 2022

3.5 This Act made ground-breaking reforms to give residents and homeowners more rights, powers, and protections – so homes across the country are safer.

It delivers far-reaching protections for qualifying leaseholders from the costs associated with remediating historical building safety defects, and an ambitious toolkit of measures that will allow those responsible for building safety defects to be held to account.

It overhauled existing regulations, creating lasting change and makes clear how residential buildings should be constructed, maintained, and made safe.

The Act created three new bodies to provide effective oversight of the new regime: the Building Safety Regulator, the National Regulator of Construction Products, and the New Homes Ombudsman.

Together these changes mean owners will manage their buildings better, and the home-building industry has the clear, proportionate framework it needs to deliver more, and better, high-quality homes.

The Social Housing (Regulation) Act 2023

3.6 The Social Housing (Regulation) Act 2023 makes provision about the regulation of social housing; about the terms of approved schemes for the investigation of housing complaints; about the powers and duties of a housing ombudsman appointed under an approved scheme; about hazards affecting social housing; and for connected purposes.

The Housing Act 2004

3.7 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

The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022

3.8 The Smoke and Carbon Monoxide Alarm (Amendment) regulations 2022 sets out the duties of relevant Landlords in relation to prescribed alarms and to comply with remedial notices, and sets out the duties of the local housing authority.

Other Legislation, Approved Codes of Practice and Guidance Notes

3.9 Other legislation, approved codes of practice and guidance notes relating to fire precaution, but which is not exhaustive:-

Legislation

- a) The Building Regulations 2010;
- b) The Gas Safety (Installation and Use) (Amendment) Regulations 2018;
- c) BS 7671:2018 Requirements for Electrical Installations – IET Wiring Regulations (18th Edition);
- d) The Electrical Equipment (Safety) Regulations 2016;
- e) The Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2010;
- f) The Health and Safety at Work Act 1974, particularly Section 3: - General duties of Employers and Self-employed persons other than their employees;
- g) The Management of Health and Safety at Work (Amendment) Regulations 2006.

Approved Codes of Practices

- a) Approved Document B: (Fire Safety) Volume 1: dwellings (2019 edition incorporating 2020, 2022 and 2024 amendments);
- b) Approved Document B: (Fire Safety) Volume 2: buildings other than dwellings (2019 edition incorporating 2020, 2022 and 2024 amendments);
- c) Dangerous Substances and Explosive Atmosphere Regulations 2002 – L138 (2013);
- d) Control of Substances Hazardous to Health 2002 – L5 (2013);
- 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 (currently suspended).
- e) The Status of PAS 79-2 and LGA Fire Safety in Purpose-built Blocks of Flats Guide. Fire Industry Association. <https://www.fia.uk.com/news/new-fia-guidance-document-the-status-of-pas-79-2-lga-fire-safety-in-purpose-built-blocks-of-flats.html>
- f) Fire Safety in Housing. Chartered Institute of Housing;
- g) Fire Safety in Specialised Housing – National Fire Chiefs Council;
- h) Independent Review of Building Regulations and Fire Safety: Hackitt review;
- i) Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings - DLUHC;
- j) Fire Safety Risk Assessment – Sleeping Accommodation;
- k) Fire Safety Risk Assessment – Small and Medium Places of Assembly
- l) Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022: guidance for landlords.

4 Definitions

Competent Person

- 4.1 Person(s) whilst not required to possess specific academic qualifications but:-
- 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

Alarm Receiving Centre (ARC)

- 4.2 Appletree Control Room (A.K.A. Appletree Careline) or other contracted 24hour alarm receiving centre

Duty Holder

- 4.3 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

- 4.4 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

4.5 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.

Category M

Manual system therefore incorporating no automatic fire detection.

Category L

Automatic fire detection system intended for the protection of life:-

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

Category P

Automatic fire detection system intended for the protection of property:-

P1 Installed throughout all areas of the building

P2 Installed only in defined parts of the building

Fire Risk Assessment (FRA)

4.6 An assessment which can be recorded, identifying the following:-

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.

Hampshire and Isle of Wight Fire Rescue Service (HIWFRA or HIWFRS)

4.7 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.

Housing Health and Safety Rating System (HHSRS)

4.8 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.

Manual Fire Suppression (MFS)

4.9 Fire Extinguishers: water; foam, carbon dioxide; & powder forms.

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.

Passive Fire Protection (PFP)

4.10 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.

Person Centred Fire Risk Assessment

4.11 The person-centred fire risk assessment will help identify residents who are at higher risk from fire in their own accommodation, whether this is due to their behaviours or their ability to respond and escape from a fire. The fire risk assessment should include an action plan that specifies what steps will be taken to improve the safety of the vulnerable resident. If risks are identifying around a person's ability to react to an alarm or self-evacuate, then a Personal emergency evacuation plan.

Personal Emergency Evacuation Plan (PEEP)

4.12 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.

Regulatory Reform (Fire Safety) Order 2005 (FSO)

4.13 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:-

- 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.

Relevant Person

4.14 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.

Responsible Person

4.15 Detailed in the Fire Safety Order as:-

- 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);
 - 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.

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).

'Seek and Search'

4.16 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:-

- Check the fire alarm panel to find where the alarm has activated;
- 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;
- 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;
- 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.

5 Roles and responsibilities

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

Chief Executive

- 5.2 The 'Responsible Person' for the purposes of the Regulatory Reform (Fire Safety) Order 2005.

Assistant Director - Housing

- 5.3 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 Regulatory (Fire Safety) Order 2005 are applied and implemented.

Service Manager – Housing Major Projects

- 5.4 Operational responsibility for the overall effectiveness of the Housing Landlord Services Fire Safety Policy, arrangements and action plan for social housing controlled by the Council.

Housing Fire Safety Manager

- 5.5 Responsible for the day-to-day delivery of the arrangements set out within the Housing Landlord Services Fire Safety Policy for social housing controlled by the Council.
- 5.6 Point of call for guidance for Housing Stock
- 5.7 Work closely with Housing Estates, Management and Support team in enabling a (safety first) resident involvement fire prevention culture.

5.8

DDS (International) Limited

- 5.6 The Council's commissioned independent fire risk assessors.

Housing Service Managers

- 5.7 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 the Service Manager – Housing Major Projects and Housing Fire Safety Manager in discharging their 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 against the policy;
- Ensure that members of the public, staff and contractors are not unnecessarily exposed to fire risk;
- Advise the Assistant Director (Housing) and the Housing Service Manager (Housing Major Projects) of any problem arising in connection with the management of fire risk;
- Review and approve/decline 'Permit to Work' requests.

Housing Decarbonisation and Programme Manager

5.8 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 and will:-

- 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 Service Manager (Major Projects) and Housing Fire Safety Manager;
- Ensure that the fire precautions are maintained effectively;
- Consider, prepare and submit 'Permit to Work' requests.

Maintenance Delivery Manager

5.9 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 and will:-

- 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 Service Manager (Major Projects) and Housing Fire Safety Manager;
- Ensure that the fire precautions are maintained effectively;
- Consider, prepare and submit 'Permit to Work' requests.

Housing Estates Manager

5.10 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:-

- 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.

Building Safety Lead Officer

5.11 Responsible for the team of Building Safety Officers, coordination and undertaking of periodic inspection regimes and will:-

- 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.
- Identify and report building safety Housekeeping concerns.
- 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.

Gas and Electrical Manager

5.12 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;

- 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 BS 5839-6 standalone fire detection;
- Consider, prepare and submit 'Permit to Work' requests.

Corporate Health and Safety Team

5.13 Responsible for providing support and guidance in respect of Fire and Health and Safety to Housing Fire Safety Manager and relevant management for Council Properties and will:-

- Conduct audits to ensure that the provisions within the Fire Safety Policy are to the standard required;
- Investigate fires and fire near miss incidents and subsequently make recommendations to management of controls to reduce the risk of such incidents recurring, to reduce financial loss and to improve fire risk precautions;
- Support management in identifying suitable and appropriate training to enable suitable competencies for fire risk assessment and management actions to prevent fires occurring.

Employees

5.14 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 the Council 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.

Commissioned Care and Support Provider within Extra Care Buildings

5.15 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.

Fire Strategy Management Steering Group

5.16 The Fire Strategy Management Steering Group is intended to build on the partnership working between Hampshire and Isle of Wight Fire and Rescue Service and New Forest District Council in relation to fire precautions and fire safety management. The Agreement Aims to deliver the following outcomes:-

- A reduction in the risk of death or injury due to fire in Council 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 Council premises and an improvement in the detection and containment of fires.
- A reduction in the number of (arson) deliberate fires in/on Council 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.

FRA Operational Working Group

5.17 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.

6 Training

- 6.1 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.
- 6.2 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).

7 Fire risk assessments

7.1 There are four different fire risk assessment types that can be carried out.

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.

7.2 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.

7.3 The following outlines a summary of Fire Risk Assessment Types:-

Type 1 Common parts only (non-destructive)

7.3.1 Basic fire risk assessment required for the purpose of satisfying the Fire Safety Order.

Type 2 Common parts only (destructive)

7.3.2 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)

7.3.3 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)

7.3.4 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.

8 Fire risk assessment schedule

- 8.1 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.
- 8.2 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

- 8.3 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 housing stock:-

Hostel

- 8.3.1 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

- 8.3.2 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

- 8.3.3 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

8.3.4 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

8.3.5 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

8.3.6 Encompasses any building designed to hold public community activities.

45/60+ General Needs Block (open walkways)

8.3.7 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)

8.3.8 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.

Fire risk assessment frequency schedule

8.4 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

8.5 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.

8.6 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.

Risk assessment review

- 8.7 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.
- 8.8 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 considered when 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 (Major Projects), or Housing Fire Safety Manager, or Corporate Health and Safety Advisor.
- 8.9 Where there is a significant change in use of the building or part of the building, Officers must notify the Service Manager, Housing Major Projects, and Housing Fire Safety Manager, so that the fire risk assessment is revised without undue delay.

- 8.10 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 Major Projects, Housing Fire Safety Manager, and Corporate Health and Safety Advisor will work collaboratively to ensure the best solution is achieved.
- 8.11 Interim periodic reviews will be undertaken by a competent person using the PAS 79 model template and signed off by the Housing Fire Safety Manager.

Risk assessment action plan

- 8.12 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.
- 8.13 The table below set outs the action plan risk priorities:-

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

8.14 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 (HHRS) inspection examines 29 hazards and will be incorporated alongside this survey assessing fire risk and fire hazards to occupiers.

9 Personal emergency evacuation

9.1 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.

9.2 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.

9.3 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 '**tri-party**' responsibilities on the Council's Housing Landlord Service, Hampshire County Council and commissioned external care and support provider.

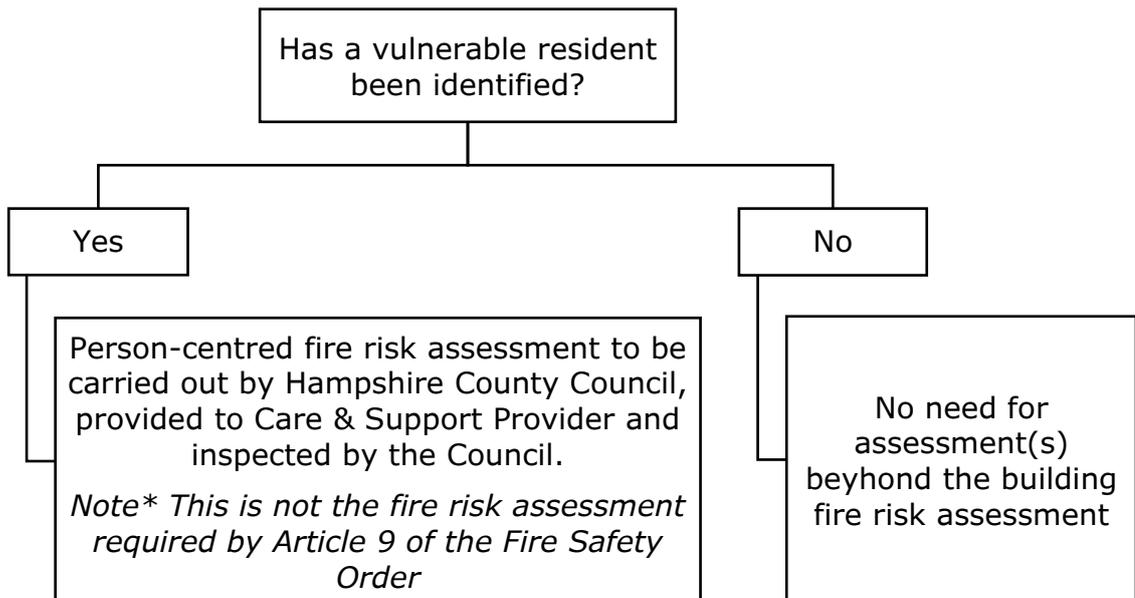
The framework setting out the roles and responsibilities for Fire Safety within the Councils Extra Care housing schemes is set out at **Annex 1**.

9.4 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.

9.5 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.



9.6 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)	

9.7 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.

9.8 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 where a risk has been identified, or; 2) Upon a resident self-identifying, or where a safeguarding 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 where a risk has been identified, or; 2) Upon a resident self-identifying, or where a safeguarding 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 where a risk has been identified, or; 2) Upon a resident self-identifying, or where a safeguarding concern is raised, or where known to the Landlord.

- 9.9 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.
- 9.10 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.
- 9.11 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.

10 Fire prevention, passive fire protection and suppression

- 10.1 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.
- 10.2 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.
- 10.3 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

- 10.4 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.

Automatic fire suppression

- 10.5 Automatic fire suppression systems control and extinguish fires without human intervention. Examples include fire sprinkler system and condensed aerosol fire suppression. Where these are provided with the Council's housing stock, these will be maintained according to manufacturer's recommendations.

Common Fire Alarm systems

- 10.6 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.

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).

Smoke detection (Domestic single-dwellings)

- 10.7 Ensure at least one smoke alarm is equipped on each storey of rented properties where there is a room used as living accommodation. (BS 5839-6 LD3) standard.
- 10.8 When properties become void or a system requires replacement, these will be upgraded to BS 5839-6 LD2 standard in general needs properties and LD1 standard in Specialised Housing, hard wired and inter-linked.
- 10.9 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

- 10.10 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.

Emergency lighting

- 10.11 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.

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. If failures are detected, these will be remedied as soon as reasonably practicable.

Assets, maintenance regimes, and records

10.12 Assets, maintenance regimes, and records are held within the Council's Asset Application (Keystone).

11 Fire safety remediation works

Fire doors (common)

- 11.1 Communal doors and associated glazing screens in landings and staircases are to be a minimum 30-minute fire resisting by their performance under test to BS 476 Part 22 and 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.
- 11.2 Internal periodic audits of common 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 within the Council's Asset Application (Keystone).
- 11.3 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 Fire Safety Manager for corrective action to be taken.

Fire doors (Dwellings)

- 11.4 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 door sets 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.

- 11.5 Tenants and leaseholders are not permitted to change the front entrance 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.
- 11.6 The Council is responsible for all Council Tenant flat entrance doors. Where a fire door is damaged it is to be repaired or replaced to achieve minimum 30-minute fire resistance as soon as reasonably practicable.
- 11.7 Leaseholders are responsible for The Demised Premises as set out in the Second Schedule of their lease, including the glass of windows of the flat and the doors and door frames but excluding window frames.

Exceptions and Reservations are set out within the Fourth Schedule of the lease, whereby the Council reserves the right at any time or times during the tenancy to install **(at the expense of the Tenant)** and to maintain in the demised premises smoke detection or fire prevention equipment or other apparatus for the detection or prevention of fire.

Doors to lift plant rooms and riser cupboards

- 11.8 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

- 11.9 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).

- 11.10 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.
- 11.11 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

- 11.12 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

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

Common ducts

- 11.14 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.

Building Information for Fire Rescue Service

11.15 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, incoming gas, electricity and water positions, emergency control valve locations, fire escape routes, fire alarm locations, and known tenant issues. These will be maintained by the Building Safety Officers.

Inspection of fire precaution measures

11.16 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 8** of this policy.

Lofts

11.17 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 is restricted.

Work Authorisation Form (WAF)

11.18 Work authorisation forms are a vital part of any health and safety management system. Work authorisation procedures are used to detail who has been authorised to carry out works within specific locations.

11.19 A 'Work Authorisation Form' (WAF) must be completed and approved prior to works commencing, where works are required to be undertaken in any housing block (including flats) and meet one or more of the criteria set out below:-

- Works that require the isolation of electrical systems (communal areas only);
- Working within emergency exit routes (communal areas only);
- Works likely to disturb asbestos containing materials;
- Works within confined spaces;
- Any works within plant rooms;
- Works requiring access to roof space;
- Works likely to disturb fire compartmentation;
- Works that involve alteration of the fire alarm systems;
- Works that require access to ceiling voids.

All work authorisation forms and permits to work must be approved by the appropriate Housing Service Manager. The work authorisation forms template can be found on ForestNet.

12 Tenant responsibilities and engagement

- 12.1 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.
- 12.2 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.
- 12.3 Fire safety information is important to ensuring our Tenant's understand not only what the council is doing to keep them and them home safe, but to help them understand their responsibilities and those checks that are recommended to all occupiers to undertake in their homes. More information for tenants can be found at **Annex 4**
- 12.4 All tenants will be briefed on fire safety measures specific to their new home at sign up.
- 12.5 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.
- 12.6 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.

12.7 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.

12.8 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.

Mobility scooters

12.9 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.

12.10 Tenants must obtain consent for the storage and charging of a mobility scooter outside of their dwelling prior to purchasing or obtaining one. The Application and Decision process is set out within the Council's Housing (Landlord) Services Mobility Scooter Policy.

12.11 In considering whether permission should be granted, account will be taken of the potential impact on other people and permission will only be granted where the needs and wellbeing of other tenants/ leaseholders and other users of the building are not put at risk.

12.12 The following conditions apply to any tenant that has a mobility scooter:-

Safe Storage and charging

- a) Mobility scooters must not be stored or charged in a communal hallway, communal room or stairwell (unless designated storage and charging facilities have been provided) at any time; because they could increase the risk of fire or obstruct a fire escape route.

If a mobility scooter is stored, with appropriate permission, within a tenant/leaseholder's property, they must ensure that there is enough space within the home to store the mobility scooter safely. An inspection may be arranged to assess for additional fire safety requirements. Mobility scooters are not permitted above ground floor level in extra care or age restricted accommodation or in lifts.

Servicing/maintenance

- b) It is important that the scooter is properly maintained and serviced regularly. This will prolong its life and reduce the risk of fire and mechanical breakdown. The manufacturer's handbook will detail how often the scooter should be serviced.

Portable Appliance Test (PAT)

- c) Tenants/leaseholders are responsible for carrying out an annual Portable Appliance Test (PAT). This must be carried out by a qualified electrician. If any charging equipment fails the PAT, it is the tenant/leaseholder's responsibility to arrange the repair of it or replace it before using it. The Council will require the PAT certificate at the point of application and as part of the applicant's permission, they will commit to carrying out annual PATs before the anniversary of the previous test, when they will be subject to periodic checks by the Council thereafter.

Health and safety to others

- d) Where designated internal areas have been provided and permission granted to store within a communal area, residents must comply with any fire safety and health and safety procedures that have been put in place.

If a mobility scooter is required to be driven within communal areas, this must be at walking pace, alerting any other residents of their presence, and avoiding any damage to Council property.

Recharge for damage

- e) Any damage caused by the scooter to Council property must be reported immediately to the Council and any costs to repair the damage may be recharged.

Lifts

- f) Mobility scooter use above ground floor and in lifts will not be permitted under any circumstances.

Security gates / doors

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

Storage

12.14 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 or store anything within communal areas.

12.15 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.

12.16 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

12.17 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 the council's written consent.

Self-closing devices must not be disengaged or removed.

Significant changes

12.18 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

12.19 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.

12.20 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.

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

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

Leaseholders

12.23 Once a Council property has been sold, with the exception of a flat entrance door and window frames/fenestration, it is not the responsibility of the Council to carry out any 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.

12.24 Leaseholders will be consulted in accordance with Section 20 of the Landlord and Tenant Act 1985 (as amended).

Evacuation plan 'Stay Put' principle

12.25 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.

12.26 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.

12.27 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

12.28 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.

13 Liaison with emergency services

- 13.1 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.
- 13.2 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.

14 Annexes

Annex 1 Fire Safety Roles and Responsibilities Framework for Extra Care Housing Schemes

Fire Safety Roles and Responsibilities Framework for Extra Care Housing Schemes		
Housing Landlord Services 'The Council'	Hampshire County Council 'The 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:-	Residents requiring 'Client' care and support through adult services:- <ul style="list-style-type: none"> ▪ 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.

<ul style="list-style-type: none"> ▪ Undertake Person-centred fire risk assessments, including liaison with Adult Services and other referral agencies forming part of the 'allocations' process. 		
<p>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.</p>		<p>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.</p>
<p>Monitor and audit compliance with:-</p> <ul style="list-style-type: none"> ▪ Emergency evacuation plan; ▪ Person-centred fire risk assessments; ▪ Personal Emergency Evacuation Plans. 		<p>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:-</p> <ul style="list-style-type: none"> ▪ 'Seek and Search' protocol; ▪ 'Stay put' principle; ▪ Personal Emergency Evacuation Plans (PEEP's).

<p>Provision of Secure Premises Information Box and relevant building information:-</p> <ul style="list-style-type: none"> ▪ Emergency contact details; ▪ Floor plans and utility isolation points; ▪ Keys and fobs; ▪ Door access codes; ▪ Fire evacuation strategy; ▪ Details of any significant hazards. 		<p>PEEP’s should be readily available in Premises Information Boxes for inspection by HIWFRS upon their arrival identifying Clients at immediate risk.</p>
<p>Testing and Maintenance of fire safety equipment.</p>		
<p>Undertake Weekly Fire Alarm Testing.</p>		<p>Inform, instruct, and adequately train Care staff.</p>
<p>Maintain site Fire Log Books (testing).</p>		<p>Maintain site Fire Log Book (activations).</p>
<p>Liaise with Care Provider on all aspects of fire safety.</p>	<p>Liaise with ‘the Council’ on all aspects of fire safety.</p>	<p>Liaise with ‘the Council’ on all aspects of fire safety.</p>

<p>Monitor and audit Housekeeping arrangements under the control of the Care and Support Provider:-</p> <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. 		<p>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</p>
<p>Action any report of disrepair.</p>		<p>Report any defect or disrepair concern.</p>

Annex 2 Person Centred Fire Risk Assessment

Name of resident	
Full address	
Date	
Form completed by	

1. Does the individual have increased risk?

Yes If yes, tick all the risk factors they exhibit

No If no, skip to question 2

Risk factors

- | | |
|---|---|
| <input type="checkbox"/> Smoking – with signs of unsafe use of smoking or vaping materials (e.g. smoking in bed) | <input type="checkbox"/> Use of electric blankets |
| <input type="checkbox"/> Use of emollient creams that are petroleum or paraffin based | <input type="checkbox"/> Previous fire or near misses, burns or scorch marks on carpets or furniture |
| <input type="checkbox"/> Air pressure mattress or oxygen cylinders being used | <input type="checkbox"/> Unsafe candle or tea light use (e.g. left to close to curtains or other items that could catch fire, or within easy reach of children) |
| <input type="checkbox"/> Unsafe use of portable heaters (e.g. placed to close to materials that could catch fire) | <input type="checkbox"/> Charging of mobility scooter, e-scooter, or e-bike |
| <input type="checkbox"/> Unsafe cooking practices (e.g. cooking left unattended) | <input type="checkbox"/> Lone occupier |
| <input type="checkbox"/> Overloaded electrical sockets/adaptors or extension leads | <input type="checkbox"/> Other, please specify:- |
| <input type="checkbox"/> Faulty or damaged wiring | _____ |
| | _____ |
| | _____ |
| | _____ |

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

Yes If yes, tick all the risk factors they exhibit

No If no, skip to question 3

Risk factors

- | | |
|---|---|
| <input type="checkbox"/> Mental health issues (e.g. dementia, anxiety, or depression) | <input type="checkbox"/> Sensory impairments (e.g. hard of hearing or sight loss) |
| <input type="checkbox"/> Cognitive or decision-making difficulties | <input type="checkbox"/> Other, please specify:- |
| <input type="checkbox"/> Alcohol dependency or drug misuse | _____ |
| | _____ |
| | _____ |
| | _____ |

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

Yes If yes, tick all the risk factors they exhibit

No If no, skip to question 4

Risk factors

- | | |
|--|---|
| <input type="checkbox"/> Have restricted mobility, are frail, or have a history of falls | <input type="checkbox"/> Are bed or chair bound |
| <input type="checkbox"/> Are blind or have impaired vision | <input type="checkbox"/> Internal doors are left open at night |
| <input type="checkbox"/> Lacks capacity of what to do in the event of a fire | <input type="checkbox"/> Would be unable to unlock the front door to escape |
| <input type="checkbox"/> Is a hoarder or there are cluttered or blocked escape routes | <input type="checkbox"/> Other, please specify:- |
| | _____ |
| | _____ |
| | _____ |
| | _____ |

4. What to do next?

If there are any questions in sections 1 to 3 that have been answered 'YES', suggests that there may be 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: 0300555 1378

- **Hampshire and Isle of Wight Fire and Rescue Service** for home safety advice or safe and well visit

Tel:023 8062 6751

- Email: community.firesafety@hantsfire.gov.uk

Web: [Safe and Well - Hampshire & Isle of Wight Fire & Rescue Service, Official website of Hampshire & Isle of Wight Fire & Rescue Service \(hantsfire.gov.uk\)](https://www.hantsfire.gov.uk)

Following completion this checklist is to be returned to:-

New Forest District Council

Housing Landlord Services (Resident 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 the plan and shared with commissioned care providers of extra care schemes;
- Ensure all appropriate partnership referrals are completed and actioned as required.

Annex 3 Personal Emergency Evacuation Plan (PEEP)

Person(s) Details	
Name of client	
Building	
Property number	
Floor	
Number of occupants	
Phone no	
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"/></p> <p>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	
7	
8	
9	
10	
Methods of assistance	
<p>E.g. methods of guidance, transfer – can the client walk, self-propel wheelchair, evacuation chair etc.</p>	

Designated to give Assistance					
Name					
Contact details					
Name					
Contact details					
Equipment Required					
Including means of communication, assistance from fire service personnel					
Monitor and Review					
<p>PEEP should be rehearsed to test their efficiency.</p> <p>It is envisaged that the PEEP Assessment will be completed prior to a resident taking up occupancy and thereafter be updated:-</p> <ul style="list-style-type: none"> ▪ Following a change in the clients health, mobility, or general behaviour; ▪ On an ongoing basis, at least every 12 months. 					
Completed by		Signature		Date	
Client		Signature		Date	

Annex 4 Tenant fire safety information

Fire safety information is important to ensuring our Tenant's understand not only what the council is doing to keep them and their home safe, but to help them understand their responsibilities and those checks that are recommended to all occupiers to undertake in their homes.

You can find more information:-

New Forest District Council Housing Fire Safety

Fire Safety At Home

Hampshire and Isle of Wight Fire and Rescue Service provide fire safety advice to help everyone make their home the safest place it can be.

You can find more information:-

Fire hazards in your home

Smoke Alarms

Safe and Well

Home Fire Safety Check

What type of property do you live in?

Be prepared in case of a fire

More information specifically designed for children and young people:-

Frances the firefly

Firewise - playing with fire

KidZone