



FIRE RISK MANAGEMENT POLICY

Department: Property and Asset Management

Author: Service Improvement & Policy Team

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1. INTRODUCTION

One Housing Group (OHG), on behalf of its member landlords, CHA, THA and Island Homes, recognises its responsibility as a Social Landlord to ensure the safety of its residents, staff, contractors and visitors. This policy sets out OHG's guiding principles and practices with regards to fire risk management and should be used in conjunction with the OHG's **Fire Risk Management Procedure**.

This policy only covers the social housing owned and managed by the Group. Staff must refer to the Fire Procedure owned by the Facilities Department for the Group's staff offices and other non residential buildings.

We will consult on this policy with residents and the relevant Fire Authority as necessary.

2. AIMS & OBJECTIVES

Aims

- To comply with the Regulatory Reform (Fire Safety) Order 2005
- To ensure that residents, staff, contractors, visitors and all property managed by OHG, are safeguarded in the event of fire
- To minimize the risk of fires starting and spreading in properties managed by OHG.

Objectives

- To include fire risk checks in periodic risk assessments of contractor works.
- To conduct a Fire Risk Assessment on all new properties and buildings managed by OHG and then review as necessary following any change in activity, process or location or at least every 5 years.
- To categorise the Group's portfolio into priorities and develop a programme of compliance.
- To carry out Risk Assessments on the prioritised units.
- To communicate to tenants and leaseholders any works arising from risk assessments.
- To train all relevant staff on fire risk management.
- To comply with relevant fire safety legislation and standards.

3. POLICY STATEMENT

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006 and imposes a number of duties upon One Housing Group. The Regulations clarify the previous system of fire safety with an onus on risk assessment rather than fire precaution. The parts relevant to OHG are:

- Sheltered accommodation and care homes
- Communal parts of residential properties and
- The curtilage of residential premises.

As far as is reasonably practical, OHG will do all it can to prevent or minimise the probability of all causes of fire. However, as OHG can never be certain that fire will never break out, it will put systems in place to cope with this eventuality and these systems will be routinely checked. OHG will take a 3 pronged approach to fire safety:

- prevention
- controlling the spread of fire, and
- giving guidance on what to do in the event of a fire.

OHG's Housing Management Director is ultimately responsible for ensuring that OHG complies with all statutory fire safety requirements. This responsibility will be shared with several key staff members, whose duties are outlined in **Fire Risk Management Procedure**.

3.1 Training and Instruction

OHG will ensure that all employees are given routine fire safety instruction. Line managers must arrange fire safety training for all new staff. All staff with premise management responsibility (Scheme Managers, Office Managers, caretakers etc) will receive detailed and specific fire safety awareness training including evacuation principles and fire fighting techniques.

3.2 Managing Agents / Supported Housing

Any person who manages a premises owned by OHG is also obliged to comply with the duties within The Regulatory Reform (Fire Safety) 2005 order. Therefore, buildings leased to others, including agency managed general needs properties or supported housing, are to be assessed by the operators of that building. They will be designated as the Responsible Person and will be responsible for setting and monitoring management plans following a Risk Assessment. These duties will be highlighted within the Management Agreement. OHG will remain prudent to test that these are in place and monitored.

3.3 Leasehold Services

Leaseholders have the right to make alterations to their properties. However, OHG will demonstrate due diligence by advising Leaseholds at the point of purchase that fire safety precautions should be considered before undertaking any alterations.

3.4 Fire Authority Notices

The Local Fire Authority can issue three types of notice:

- Enforcement Notice identifying action to be taken
- Alterations Notice identifying action required following a change of use or significant alterations
- Prohibition Notice prohibiting or restricting the use of a premise.

These Notices can be applied across the Group's entire stock within the Local Fire Authority based on one premise assessment. Failure to comply will result in a fine of

£5,000 in the Magistrates Court or an unlimited fine and imprisonment if the matter is referred to Crown Court.

4. LEGISLATION

- The Housing Act 1985
- The Fire Precautions Act 1971
- The Regulatory Reform (Fire Safety) Order 2005
- Regulatory Reform (Fire Safety) Subordinate Provisions Order 2006
- The Building (amendment) Regulations 2009
- The Construction (Health and Welfare) Regulations 1996
- Construction (Design and Management) Regulations 2007
- Highly Flammable Liquid Regulations 1972
- The Electricity at Work Regulations 1989

5. CONFIDENTIALITY

Under the Data Protection Act 1998 and the Human Rights Act 1998, all personal and sensitive organisational information, however received, is treated as confidential. This includes:

- anything of a personal nature that is not a matter of public record about a resident, client, applicant, staff or committee member
- sensitive organisational information

Officers will ensure that they only involve other agencies and share information with the consent of the resident concerned, unless:

- OHG is required to by law
- the information is necessary for the protection of children or vulnerable adults.

6. EQUALITY & DIVERSITY

OHG recognises the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy, the Human Rights Act 1998, The Disability Discrimination Act, and Race Relations Act. OHG works closely with its partners to ensure it has a clear understanding of its resident community with clear regularly updated service user profiles. The Business Solutions Team is responsible for recording, analysing and monitoring information on ethnicity, vulnerability and disability.

7. MONITORING & REPORTING

OHG's Board will receive the annual risk assessment reports which will include fire risk assessments. The fire safety performance of contractors will be monitored and poor performance investigated.

8. HEALTH & SAFETY

Officers must follow OHG's [Health and Safety Policy](#) at all times.