



SGH

St George Housing

FIRE SAFETY POLICY

JULY 2023

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FIRE SAFETY POLICY

1. INTRODUCTION

At St George Housing (SGH), we prioritise the safety and well-being of our tenants, staff, and visitors. This Fire Safety Policy outlines our approach to FRAs and the measures we implement to minimise fire risks within our properties. By adhering to this policy, we aim to create a safe living environment and ensure compliance with relevant fire safety laws and regulations in the UK.

2. POLICY STATEMENT

2.1 SGH is committed to proactively identifying and managing fire risks in our residential properties. Our policy aims to:

- Conduct comprehensive Fire risk assessments (FRA) for all properties under our management.
- Implement robust fire safety measures to prevent and control fire incidents.
- Regularly review and update FRAs and safety protocols.
- Provide fire safety education and training to tenants and staff.

3. LEGAL FRAMEWORK

3.1 This policy has taken into account the following legislation, regulation and codes of practice.

- Regulatory Reform (Fire Safety) Order 2005
- Housing Act 2004 (as applicable to fire safety in HMOs)
- Building Regulations 2010 - Part B (Fire Safety)
- Fire Safety Act 2021
- Fire Safety (England) Regulation 2022

3.2 This policy complies with Regulator of Social Housing (RSH) Home and Consumer Standards.

4. SCOPE AND OBJECTIVES

4.1 The scope of this policy covers all properties managed by SGH. Our key objectives are:

- Conducting thorough FRAs for each property to identify potential hazards and areas of concern.
- Developing and implementing fire safety measures, including fire detection and warning systems, emergency evacuation procedures, and adequate fire-fighting equipment.
- Ensuring that our tenants and staff are aware of fire safety measures, evacuation procedures, and their roles in preventing and responding to fire incidents.

5. FIRE RISK ASSESSMENT PROCEDURE

5.1 At SGH, we employ a comprehensive risk assessment procedure to detect and manage fire risk within our residential properties. Our approach ensures the safety of our tenants, staff, and contractors, and is in line with UK laws and regulations. The process is as follows:

5.2 **Step one:** Trained and qualified fire safety assessors will conduct comprehensive FRAs for each property. The assessment will identify potential fire hazards, evaluate the level of risk, and propose appropriate control measures.

5.3 **Step two:** The assessment will also identify the individuals at risk in the event of a fire. This risk assessment will consider all occupants, in particular those who are vulnerable, physical or mental disability, the elderly, those with children etc.

5.4 **Step three:** We will evaluate the risk assessments and based on the findings, SGH will implement fire safety measures, such as installing smoke detectors, fire alarms, emergency lighting, fire doors, and fire extinguishers. Adequate signage and fire escape routes will also be provided and regularly maintained.

5.5 **Emergency Evacuation Procedures:** Clear and accessible emergency evacuation procedures will be established, communicated, and regularly practiced with tenants and staff to ensure a swift and orderly evacuation in the event of a fire.

5.6 **Step four:** SGH will maintain up to date record keeping. All FRA's, including survey reports, risk assessments, and remedial works, is documented and maintained in our online tenancy management system.

5.7 **Step five:** We will ensure that we implement a system of regular review and Monitoring: We conduct periodic FRAs, and the frequency of FRAs depends on the individual property and the level of risk identified in previous assessments. An FRA is done at least once a year for supported housing; converted street properties; and all blocks. Single dwellings that do not have any shared communal areas get an FRA at least every three years.

5.8 By following this rigorous risk assessment process, SGH ensures that fire risk is managed safely and effectively in our residential properties, minimising the potential risks to health and maintaining compliance with UK laws and regulations.

6. FIRE SAFETY, EDUCATION AND TRAINING

6.1 Tenants and Staff: SGH will provide fire safety education and training to tenants and staff, including fire safety tips, prevention measures, and how to use fire-fighting equipment properly.

6.2 SLT (Senior Leadership Team): The SLT will be responsible for overseeing the implementation of this fire policy, ensuring regular fire safety checks, and conducting periodic reviews.

7. REGULAR REVIEWS AND UPDATES

7.1 SGH will conduct regular reviews of FRAs and fire safety measures to ensure they remain effective and up-to-date. Necessary updates will be implemented promptly to address any changes or improvements required.

7.2 At SGH, we prioritise fire safety and commit to minimising fire risks in our properties through comprehensive FRAs, adherence to safety protocols, and continuous education. By working together with our stakeholders, we aim to create a secure living environment for all.

8. TENANT RESPONSIBILITIES

8.1 We believe that fire safety is a shared responsibility. Tenants play a crucial role in minimizing fire hazards in their homes and in shared areas. We request all tenants to adhere to the following guidelines:

8.2 Fire Prevention:

- Avoid overloading electrical outlets and extension cords.
- Regularly check electrical appliances for any signs of damage or malfunction.
- Do not leave cooking unattended, especially with open flames or hot surfaces.
- Avoid smoking inside the property, and always extinguish cigarettes properly.
- Refrain from using candles or open flames indoors.
- Keep flammable materials away from heat sources and electrical equipment.

8.3 Fire Safety Equipment:

- Familiarise yourself with the location and proper use of fire extinguishers in your property.
- Test smoke detectors regularly, and replace batteries at least once a year.
- Inform SGH promptly if you notice any issues with smoke detectors or fire-fighting equipment.

8.4 Fire Escape Routes:

- Ensure clear and unobstructed pathways to exit doors and windows.
- Familiarize yourself with emergency escape routes and practice evacuation drills.

Security doors and grills

- Obtain permission from SGH before installing any security doors or window grilles to your property to make sure they are fire safety compliant.

8.5 Reporting Concerns:

- Report any fire safety concerns, such as damaged electrical wires or faulty equipment, to SGH immediately.
- In shared areas, promptly report any fire hazards or safety issues to the appropriate authorities.

9. SGH OBLIGATIONS TO INSTALL FIRE DETECTION AND WARNING SYSTEMS

9.1 SGH is committed to ensuring the safety of our tenants and meeting our legal obligations related to fire safety. As part of our responsibility, we will:

- Install and maintain appropriate fire detection and warning systems in all properties under our management, including smoke detectors and fire alarms.
- Carry out regular Maintenance:
- Conduct regular inspections and testing of fire alarms to ensure their proper functioning.
- Replace batteries and carry out necessary repairs or replacements promptly.
- Install fire alarms in shared areas of the property, such as hallways and staircases, to provide early warning in case of a fire.
- Ensure that all fire safety measures, including fire alarm installations, comply with relevant UK laws and regulations.

9.2 At SGH, we take fire safety seriously and work diligently to install and maintain fire alarms to provide early warning and protect our tenants in case of a fire.

9.3 We encourage all tenants to actively participate in fire safety practices and promptly report any concerns to ensure a safe living environment for everyone.

10. FREQUENCY OF FIRE RISK ASSESSMENTS:

- 10.1 SGH is committed to conducting regular FRAs to ensure properties remain compliant with fire safety regulations and to identify any emerging hazards. The frequency of FRAs will be as follows:
- 10.2 Annually: Every property, except single dwelling properties without a communal area, managed by SGH will undergo a comprehensive FRA at least once a year.
- 10.3 A single dwelling without a communal or shares area will undergo a comprehensive FRA at least every three years.
- 10.4 Upon Significant Changes: FRAs will be conducted whenever significant changes are made to the property, such as refurbishments or alterations that could impact fire safety.
- 10.5 Change of Tenancy: FRAs will also be carried out whenever there is a change of tenancy to assess the fire safety status of the property for new occupants.
- 10.6 We also review and FRA where we have reason to believe that it is no longer valid.

11. REMEDIAL WORKS FOR FIRE RISK COMPLIANCE:

- 11.1 SGH will take prompt and effective action to address any issues identified during FRAs. The following are some of the remedial works that may be undertaken to ensure the property is fire risk compliant:
- 11.2 **Fire Alarm and Detection Systems:**
- Installation and regular testing of smoke detectors and fire alarms.
 - Upgrading or replacing outdated or faulty fire alarm systems.
 - Emergency Lighting:
 - Installation and maintenance of emergency lighting systems to provide clear escape routes in case of power failure during a fire.
- 11.3 **Fire Extinguishers and Fire-Fighting Equipment:**
- Provision and maintenance of appropriate fire extinguishers and fire-fighting equipment throughout the property where deemed applicable.
- **Fire Doors and Escapes:**
- Ensuring fire doors are properly installed and functioning, including regular checks of door seals and self-closers.
 - Clearing escape routes and ensuring they are unobstructed at all times.

11.4 Electrical Safety:

- Inspection and testing of electrical installations to prevent electrical fire hazards.
- Repair or replacement of damaged or unsafe electrical components.

11.5 Fire Safety Signage:

- Installation and maintenance of clear and visible fire safety signs, including fire exit signs and assembly point markers.

○ Fire Safety Training:

- Providing fire safety training and education to tenants and staff to raise awareness and promote safe practices.

11.6 Fire Safety Plans:

- Developing and implementing comprehensive fire safety plans and emergency evacuation procedures for each property.

11.7 Building Maintenance:

- Regular maintenance and repair of the property's internal and external structure to prevent potential fire hazards.

11.8 Fire Risk Communication:

- Clear communication of FRA findings and remedial works to tenants, staff and relevant stakeholders.

11.9 SGH will prioritise the timely completion of any necessary remedial works to ensure all properties meet and maintain fire risk compliance standards. By taking a proactive approach to fire safety, we aim to create a secure living environment for our tenants and minimize the risks associated with fire incidents.

12. ROLES AND RESPONSIBILITIES

12.1 In the Regulatory Reform (Fire Safety) Order 2005 (England and Wales) the "responsible person" is defined as the employer, owner or occupier. As the responsible person, SGH has a duty to assess the risk from fire and put measures in place that provide adequate protection against the risk of fire. (eg escape routes, warning systems).

12.2 SGH's Board will have overall governance responsibility for ensuring the asbestos policy is fully implemented to ensure full compliance with the regulatory standards, legislation, and approved codes of practice.

12.3 The Senior Leadership Team (SLT) will receive reports in respect of fire safety management performance and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified

- 12.4 The Director of Governance has strategic responsibility for the management of fire risk and ensuring compliance is achieved and maintained. The Director of Governance will also oversee the implementation of the Fire Safety Policy.
- 12.5 The Housing Manager will be responsible for overseeing the delivery of the agreed risk assessment programmes and the prioritisation and implementation of any works arising from these assessments
- 12.6 The Housing Manager will provide key support in gaining access into properties where access is proving difficult and use standard methods to do so. They will also facilitate the legal process to gain access as necessary.
- 12.7 The Director of Governance will check the relevant qualifications of employees working for these contractors annually. Evidence of relevant qualifications will be stored on our online document management system.

13. EQUALITY IMPACT ASSESSMENT

- 13.1 In writing this policy we have carried out assessment to ensure that we are considering, equality, diversity and inclusion. Our assessments did not indicate that any group had been adversely impacted by our approach to allocations.
- 13.2 We have also carried out a privacy impact assessment as information regarding applicants is sensitive. However, responsible information sharing plays a key role in the letting of our homes. We follow information sharing protocols with local authorities and our partner where they in place.
- 13.3 To request copies of these assessments, please contact info@stgeorgehousing.co.uk.

14. RELATED INTERNAL POLICIES

- 14.1 Gas Safety Policy
- 14.2 Electrical Safety Policy
- 14.3 Asbestos Policy
- 14.4 Legionella Policy

15. CONSULTATION

- 15.1 This policy will be reviewed in consultation with residents, staff other key stakeholders.

16. REVIEW AND APPROVAL

- 16.1 This policy will be reviewed at least every two years or as required to take into account changes in legislation.

Responsible officer: Housing Manager

Policy Author: Director of Governance

Policy version: V1

Date of Board Approval: August 2023

Date the next review is due: August 2025