



PLYMOUTH COMMUNITY HOMES FIRE SAFETY POLICY

Version:	3
Lead Directorate:	Homes and Communities
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Approved by:	Audit and Risk Committee
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1. Purpose

1.1 The purpose of this policy is to outline Plymouth Community Homes' (PCH) approach to managing Fire Safety in properties under the organisation's management and control. This policy provides a framework within which fire safety will be managed and sets out key roles and responsibilities for delivery of this policy.

1.2 The Fire Safety Management Plan (FSMP) will provide PCHs' operational approach to managing fire safety, including monitoring and accountability, the assessment of fire risk, remedial action to reduce fire risk and the maintenance of electrical and mechanical fire systems within our stock.

1.3 The operational procedures in the FSMP set out how PCH will meet the statutory obligation outlined in this policy, and therefore the FSMP is enforceable through this policy.

2. Introduction

2.1 PCH recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from Fire in premises managed and controlled by the organisation.

2.2 This policy supports PCH to ensure that our obligations as a landlord, tenant management organisation and employer are being met, and seeks to provide assurance that fire safety is appropriately managed.

3. Policy Statement

3.1 PCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk from fire exists in PCH owned and managed properties. PCH accepts that it is the legal Duty Holder for its premises, and has a responsibility to protect its residents, employees, those who work in PCH premises and others from risks arising from fire safety.

3.2 The Regulator of Social Housing and Home Standard requires Registered Providers to meet all applicable statutory requirements for the health and safety of residents in their homes, including fire safety management.

3.3 To meet our statutory duties in relation to Fire Safety Management PCH will comply with our duties as set out in The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005), Fire Safety Act 2021, Building Safety Act 2022, and The Fire Safety (England) Regulations 2022. To comply with the duties in these regulations PCH will:

In relation to the RRO 2005 as amended by the Fire Safety Act 2021 –

- Carry out fire risk assessments at least every 12-months or sooner if there is reason to suspect that the most recent risk assessment is no longer valid.

- Employ suitable qualified and competent contractors to carry out fire risk assessments and fire safety related works.
- Act on recommendations made by specialist contractors employed by PCH to carry out fire risk assessments.
- Carry out general fire precautions aimed at identifying and addressing fire hazards.
- Ensure that there are sufficient measures in place to prevent the spread of fire.
- Ensure means of escape can be safely and effectively used.
- Ensure that means of fighting fires are available and are in with the fire strategy of each premise.
- Ensure measures are in place for detecting fires and giving early warning are available in line with the fire strategy of each premise.
- Ensure sufficient instruction and training is provided to occupants and users on action to take in the event of a fire.
- Ensure that appropriate training is provided to employees who are appointed to the role of fire marshals.
- Conduct fire drills to support the information provided to individuals as necessary to support the evacuation strategy for each premise.
- Ensure that any facilities, equipment, and devices provided for safety purposes are subject to suitable maintenance and in good working order.

In relation to The Fire Safety (England) Regulations 2022 –

- Install and maintain a secure information box at high-rise residential buildings in line with the regulations.
- Inspect the secure information box at least annually and ensure that it continues to meet the requirements stipulated in the regulations.
- Prepare and keep up to date a record of design and materials of external walls for high-rise buildings and provide an electronic copy to the fire and rescue authority.
- Prepare and keep up to date floor plans and building plans for each floor of high-rise residential building provide an electronic copy to the fire and rescue authority.
- Undertake monthly routine checks of lifts for use by firefighters, evacuation lifts and essential firefighting equipment located in high-rise residential buildings.
- Ensure that high-rise residential buildings contain clear markings of floor identification and identification of domestic premises.
- Display fire safety instructions for residents in any building within the scope of the regulations.
- Provide an up-to-date copy of fire safety and fire door information to new residents and to all residents within each period of 12 months or after any material changes to the instruction previously issued.
- Use best endeavour to undertake checks of individual domestic fire doors at least every 12 months for buildings within the scope of the regulations.
- Undertake checks of any fire doors in communal areas of buildings at least every 3 months for buildings within the scope of the regulations.

In relation to the Building Safety Act 2022 –

- Ensure all occupied higher-risk buildings with its stock portfolio are registered with the regulator.
- Display building assessment certificate for higher-risk buildings as required by the regulations.
- Take appropriate action where recommendations are made the regulator to improve safety.
- Undertake assessments of the building safety risks and undertake further assessment at regular interval when there is reason to believe that the most recent assessment in no longer valid or when direct to do so by the regulator.
- Take appropriate action to manage building safety risks.
- Prepare and keep up to date a safety case report for each higher-risk building.
- Maintain information and records to evidence compliance with this regulation.
- Prepare a resident engagement strategy for promoting the participation of relevant persons in the making of building safety decisions.

4. Related Documents

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Building Safety Act 2022
- The Fire Safety (England) Regulations 2022
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Housing Act 2004
- Health and Safety at Work etc. Act 1974

5. Scope of Policy

5.1 This policy applies to all PCH staff, contractors, and others carrying out works in PCH premises.

5.2 This policy applies to all buildings owned or occupied by PCH or its subsidiary companies. This includes the following location:

- Rented properties including garages.
- Communal areas.
- Offices and storage facilities.
- Commercial leaseholders where PCH retains the responsibility to maintain all or part of the building.
- Leaseholders and shared owners, living in self-contained accommodation, where PCH retains the responsibility to maintain all or part of the building.

5.3 We will undertake consultation as required with 'variable service charge payers', such as Leaseholders, on a works or contract specific basis where works costs allocated per property are over £250, or £100 per annum under a qualifying long-term agreement. Details and procedures are within the Leaseholder Section 20 Consultation Policy.

6. Roles and Responsibilities

6.1 Board Members

The Board has the overall governance responsibility for ensuring that PCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes:

- Establishing key H&S policies
- Awareness of risks and risk controls in place
- Agree performance targets and a performance monitoring framework
- Ensuring availability of adequate resources and competencies for delivering policy commitments
- Ensuring appropriate reporting and auditing activity
- Hearing the voice of residents.

6.2 Under this policy, PCH has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors and consultants. Only competent and suitable qualified contractors will be appointed by PCH.

6.3 Duty Holder

Duty Holder	Chief Executive
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The Chief Executive has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to fire safety management.

6.4 Policy Management and Assurance

Responsible Person	Position:	Executive Director of Homes and Communities
	Responsibilities:	Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met. To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties.
Deputy Responsible Person	Position:	Fire Safety Manager
	Responsibilities:	Ensuring the fire safety management plan is implemented, relevant, current, and practical.

		<p>To ensure that all activity required for compliance with this policy is carried out.</p> <p>Provision of quarterly performance reports to the Board as part of the monitoring framework.</p> <p>Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working.</p>
Appointed Competent Person	Position:	Fire Remediation Manager
	Responsibilities:	<p>Administer associated contracts and act as the first point of contact for fire safety related queries.</p> <p>Ensure effective management of PCHs' fire safety programmes and risk register.</p> <p>Ensure that fire safety information is available for relevant persons.</p> <p>Liaising between the employees, contractors, fire safety professionals, and residents about matters pertaining to fire safety for locations within the scope of this policy.</p>

7. Equality, Inclusion and Diversity Statement

7.1 PCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise we have a duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff to share these values and treat all residents with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

7.2 PCH will apply a zero-tolerance response to acts of discrimination.

7.3 PCH recognises that residents have different needs and may require a tailored and reasonable adjustment to our service to access our services or a property feature, either on a permanent or temporary basis.

7.4 PCH will ensure it meets its duties under the Equality Act 2010 to take into account the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity

- Foster good relations between different parts of the community

7.5 All contractors employed by PCH or carrying out works on PCH owned or managed premises are required to adhere to the commitments we have made to valuing and promoting equality and diversity and inclusion across our services.

8. Communication

8.1 PCH will ensure that appropriate Fire Safety information is provided to relevant persons on our website and upon request.

8.2 PCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

8.3 PCH will promote awareness of fire related risks through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

8.4 To ensure that appropriate and suitable training is provide to staff, PCH will carry out training needs where appropriate.

8.5 PCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with out contractors delivering services.

Document Control – Change History

Version	Date	Created/Amended By	Purpose
3	April 2024	Head of Repairs, Voids and Compliance	Full review carried out. Updated with the Fire Safety (England) Regulations 2022 and the Building Safety Act 2022