

Fire Safety Procedure

December 2016

**Purpose and Scope:**

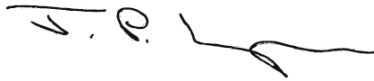
This procedure sets out the arrangements and responsibilities for managing fire safety within buildings owned or managed by Tai Calon Community Housing

**Responsibility (Manager/Team):**

Property Services Compliance Manager (PST)

**Chief Executive/Director Approval:**

Signature:



Date:

**24<sup>th</sup> January 2017**

**Executive Approval Date:**

**Review Date:**

**24<sup>th</sup> January 2017**

November 2018

**Reference Documents:**

As an employer, Tai Calon has an unequivocal duty under Article 8 of The Fire Safety Order 2005 (The 'Order') to:

- a) *take such fire precautions as will ensure, so far as is reasonably practicable, the safety of any of its employees; and*
- b) *in relation to relevant persons who are not its employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.*

## Fire Safety Procedure

### Introduction

This procedure sets out the arrangements and responsibilities for managing fire safety within buildings owned or managed by Tai Calon Community Housing.

### Scope

This procedure is heavily weighted on legislation. It will be communicated to all relevant people` in conjunction with the Fire Brigade and by ongoing tenant and staff engagement. Where possible, a home environment to communal areas and corridors will be set up where ‘sterile’ conditions are not the mandatory requirement.

The effective date of the procedure is December 2016.

### Purpose and General Statement

#### Purpose

It is Tai Calon’s aim to secure a high standard of fire safety throughout all premises for which it has responsibility; this will be achieved having regard for its statutory responsibilities, and its relationship with other relevant strategic partners.

The application of this procedure and associated processes, will ensure personal safety in the event of fire for those working in or visiting the buildings owned or managed by Tai Calon:

- Achieve compliance with fire safety legislation.
- Assist in reducing the likelihood of a fire starting.
- Ensure appropriate procedures are followed in the event of fire.
- Help to reduce damage to the structure and contents of the building thereby mitigating loss.
- Help reduce business disruption in the event of fire.
- Help to reduce false alarms.
- Assist in early reinstatement of normal business practices following a fire incident.

## Legal and Contractual Responsibility

As an employer, Tai Calon has an unequivocal duty under Article 8 of The Fire Safety Order 2005 (The ‘Order’) to:

- a) *take such fire precautions as will ensure, so far as is reasonably practicable, the safety of any of its employees; and*
- b) *in relation to relevant persons who are not its employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.*

Legislation imposes only the minimum requirements in respect of fire safety in premises; its primary purpose being to prevent the loss of life or serious injury resulting from a fire. It is also sometimes necessary to consider enhanced structural and procedural fire precautions in order to reduce the risk and degree of business disruption that can result even from minor fire incidents.

Tai Calon is committed to ensuring that existing fire safety precautions and procedures minimise the risk of a fire starting and that damage to the building and its contents are kept to a minimum. An agreed risk assessment procedure will be applied to identify any steps that need to be taken to satisfy fire safety legislative requirements and to ensure the safety of relevant persons.

In addition, Article 11 of The Fire Safety Order 2005, requires the ‘responsible person’ to:

*“Make and give effect to such arrangements as are appropriate, having regard to the size of the undertakings and the nature of its activities, for the effective planning, organisation, control, monitoring and review of preventative and protective measures.”*

As such, there is a general duty for an employer to prepare and, as often as may be necessary, revise a written statement of its general approach and procedure with respect to fire and the safety of relevant persons in and around buildings for which Tai Calon has a responsibility. It is generally accepted as good practice for the Management Board to:

- Accept its collective responsibility for providing fire safety leadership in the organisation.
- Nominate a Director to champion fire safety issues.
- Ensure that each member accepts individual responsibility and ensure that their actions and decisions reinforce the messages of the Board's commitment to fire safety.
- Encourage employees at all levels to become actively involved in fire safety.
- Keep up to date with relevant fire safety management issues.
- Review its fire safety performance regularly – at least annually.

### **General Procedure Statement**

Tai Calon is committed to ensuring the safety of its employees in relation to fire so far as is reasonably practicable. It also fully accepts its responsibility for other persons who may be affected by its activities. It will take steps to ensure that its statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

Competent persons will be appointed to assist in meeting its statutory duties including, where appropriate, specialists from outside the organisation. Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this procedure requires total commitment from all levels of employees, from the Board to the shop-floor. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

This procedure will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised annually in the light of legislative or organisational changes.

The procedure introduces and details specific responsibilities relative to roles within the organisation (see Guidance note 12).

## Guidance Documents

1. Management Responsibilities
- 1.1 Management of Fire Safety
2. Fire Regulations and Legislation
3. Control of Hazards
- 3.1 Storage and use of dangerous materials
- 3.2 Prevention of fire
- 3.3 Control of Contractors
- 3.4 Controlling the Hazards from Hot work
4. Construction of Buildings
5. Means of Escape
6. Fire Fighting Equipment
7. Sprinkler Systems
8. Fire Safety Signs and Notices
9. Escape Lighting
10. Fire Alarms and Automatic Fire Detection
11. Mitigating the Effects of Fire and Contingency Planning
12. Planning a Response to Fire
13. Fire Instruction and Training
14. Periodic Review
15. Arson
16. Smoke Ventilation for Residential Buildings