



# Red Kite Group

## Fire Risk Management Plan

<b>Version:</b>	2	<b>Approved by:</b>	EMT
<b>Effective Date:</b>	9 <sup>th</sup> April 2019	<b>Approval date:</b>	9 <sup>th</sup> April 2019
<b>Policy reviewer:</b>	Head of Property	<b>Policy owner:</b>	Head of Property
<b>Review period</b>	1 year	<b>Next review due by:</b>	9 <sup>th</sup> April 2020

## 1. Purpose

- 1.1 This Plan applies to the fire safety arrangements in all workplaces, common areas of residential premises and any other premises managed and / or owned by the Red Kite Group.
- 1.2 In order to help minimise the likelihood of fire occurring, and the consequences if a fire occurs, The Red Kite Group will implement arrangements designed to ensure:
- ‘Suitable and Sufficient’ fire risk assessments, in accordance with the Regulatory Reform (Fire Safety) Order 2005 are undertaken (at appropriate intervals), the findings will be recorded, and necessary remedial work undertaken generally in accordance with the predefined timescales recommended by the Fire Risk Assessment and dependant on the Risk.
  - Sheltered Housing schemes are maintained having reference to and where practical and considered necessary with the guidance in the document “Fire Safety in Specialised Housing” produced by the National Fire Chiefs Council.
  - Residents are appropriately informed through specific information provided at the outset of their tenancy and through general notices and periodic information of fire control measures and actions to take in the event of an emergency.
  - Residents who have special needs have these assessed and any extra controls implemented recorded in the site documentation which is made available to the emergency services
  - Adequate levels of fire safety awareness and staff competency through effective training programmes
  - Adequate and regular fire drills, servicing, maintenance and testing of fire safety equipment
  - Effective liaison with the Fire & Rescue Service

## 2. Definitions

- Red Kite Group      This Plan relates to the Red Kite Group. When the document refers to Red Kite Group it will refer to all and any of the following where appropriate
- Red Kite Community Housing Ltd
  - Twenty11 (Homes) Ltd
  - Pennvale (Holdings) Ltd
  - Edenmead

## 3. Responsibilities

The duties of management, staff and personnel of the Red Kite Group shall be clearly communicated and agreed by those listed below. Communications and feedback detailing agreed responsibilities shall be kept and monitored via line management consultations. Where this initiates further training the Learning and Organisational Development Specialist will co-ordinate activities as agreed and identified by the Homes Safety Manager and Head of Property and a log of all training will be maintained.

### **3.1 Chief Executive:**

The Chief Executive is responsible for implementing and monitoring fire safety issues throughout The Red Kite Group. This will be achieved principally through the management team and involves:

- The promotion of good practice and continuous improvement with fire safety management across the organisation
- Maintaining effective fire safety management arrangements
- Annual review and approval of this Fire Management Plan document
- Liaising with the Board, directors and managers
- Ensuring the allocation of resources (financial and staff) to implement the Fire Management Plan

### **3.2 Non-executive Directors**

The Board has the responsibility to establish the overall Fire Management Plan for Red Kite Group and has ultimate liability for fire safety. This involves:

- The promotion of good practice and continuous improvement in fire safety management across the organisation
- Ensuring the allocation of resources (financial and staff) to implement the Fire Management Plan and any subsequent fire policies and procedures
- A visible commitment overview to fire safety within the Red Kite Group to ensure continued governance to the prescribed processes

### **3.3 Assistant Director Technical**

Fire safety is the responsibility of the appropriate assistant director within areas under their management control. This will involve:

- Having an understanding of relevant Fire Legislation and guidance including delegating appropriate responsibilities to relevant managers
- Ensuring the allocation of resources (financial and staff) to implement the Fire Management Plan
- Monitoring the Fire Management Plan and the implementation and setting targets or objectives where appropriate
- Ensuring fire risk assessment programmes are in place and monitored in areas for which they are responsible

### **3.4 Head of Property**

Head of Property is responsible for overseeing the day to day management of this Plan and ensuring operational actions are undertaken, such duties will include;

- Liaising with the Fire Consultant[s] and cascading expert information throughout the organisation as and when required.
- Reviewing and monitoring performance of all staff in the delivery of The Fire Management Plan
- Ensuring fire risk assessment programmes are in place and monitored and actions implemented
- Managing the performance and activities of the Home Safety Stem and all other teams in delivering all fire safety related actions
- Reporting regularly on performance of contractors tasked with maintaining fire control measures including operational and quality assurance
- Managing the risk associated with fire safety

### **3.5 Home Safety Manager**

The Home Safety Manager will be specifically responsible for overseeing operational performance by ensuring:

- Regular review of the fire risk assessments
- Reporting on the overall performance in relation to Fire Safety
- Preparation and management of action plans
- Providing expert advice to the organisation as required
- Managing fire safety contracts and contractors and agreeing amendments to processes and procedures
- Reacting to changing in legislation and investigating / managing fire safety incidents.
- Monitoring completion of remedial actions and essential repairs and upgrades and by responding / escalating issues unable to be dealt by the team under their responsibility
- Co-ordinating fire safety training programmes

### **3.6 Home Safety Specialist (Hazards)**

Home Safety Specialist (Hazards) duties extend to, but not limited to the following areas:

- Managing Red Kite Group's Fire Risk Management programme including arranging for new fire risk assessments to be undertaken as appropriate and ensure these remain compliant and up-to-date
- Managing any internal review and updating Red Kite Group fire risk assessments
- Addressing issues noted within individual fire risk assessment action plans and ensuring appropriate actions are taken, which may involve delegation to other appropriate management areas
- Overseeing and reporting regularly on the fire risk assessment and associated action plans
- Updating relevant property fire risk assessment and associated action plans and reporting on any deficiencies or failures (including those of others)
- Ensuring servicing and maintenance regimes are in place for fire protection systems and equipment and that actions are undertaken when required
- Liaising with the Fire Consultant[s] as and when required
- Providing tenant and leaseholder communications relating to fire safety and fire safety management procedures directly to other Pods
- Approving of commissioning certificates and handover documents
- Development and review of service, maintenance and audit programmes
- Leading on Fire Safety items referred to in the Staff Partnership Forum.

### **3.7 Community Specialist**

Are responsible for assisting with managing the day to day practical implementation of the Fire Management Plan. To fully assist and contribute in the process, they will:

- Have an understanding of relevant Fire Legislation
- Ensure the practical implementation of the Fire Management Plan
- Liaise with the appropriate members of staff on matters of Health and Safety
- Ensure tenants are provided with relevant fire safety information
- Undertaking relevant fire safety checks including weekly fire alarm call point testing as appropriate
- Ensure the provision of all fire relevant signage in communal areas
- Report promptly any damage to communal fire equipment or furniture, request repair and follow through to its completion

- During communal area inspections - regularly inspect communal fire doors, and where access is gained to homes external fire doors/compartmentation etc, and ensure items do not block communal evacuation routes
- During home audits check fire related matters for example smoke detectors and the condition of fire doors
- Actively promote fire safety
- Ensure that Person Centred assessments are kept up-to-date and available to the emergency services

### **3.8 Health and Safety Committee**

The Staff Partnership Forum and The Homes Safety Team Specialist (H&S), acts as the Health and Safety Committee for the Red Kite Group. The role of the Health and Safety Committee is to:

- To keep abreast of changes to legislation and associated guidance documents
- To report to the Operational Management Team (OMT) on any and all appropriate matters in particular, progress against action plans, resource requirements and any matter that may require further consideration
- To develop, monitor and review policies and procedures that reflect the role stated above
- To ensure consistency of approach to fire safety through effective communication
- To ensure fire safety training is adequate and up-to-date for all staff
- To monitor, record and measure performance
- To liaise with the Fire and Rescue Service and any other appropriate body
- To report to EMT any issues requiring immediate action which may result in a breach of legislation or danger to health.

### **3.9 All staff**

All staff who visit Red Kite Group properties' as part of their duties, are responsible for reporting any issues that they consider may be detrimental to fire safety.

If staff are unsure as to the correct department to report problems, they should consult their line manager as an issue is identified.

### **3.10 Contractor Responsibilities**

This document is to be read in conjunction with the Red Kite Group Code of Conduct for Contractors. Contractors are required to immediately report any fire related risks or concerns to Red Kite Group managers and stop ongoing works if concern is significant or warrants immediate action.

### **3.11 Tenant Responsibilities**

This document is to be read in conjunction with current Tenancy Agreement conditions which state that tenants are not permitted to make any material alterations to their homes without the express formal written permission of Red Kite. Leaseholders are informed of their specific requirements in their Terms of Lease conditions.

## **4. Legal Framework**

To comply with all current fire safety legislation, namely

- The Building Regulations 2010
- The Housing Act 2004
- The Regulatory Reform (Fire Safety) Order 2005 (RRO)

To comply with current fire safety guidance, namely

- “Fire Safety in Specialised Housing” produced by the National Fire Chiefs Council
- “Fire Safety in purpose-built flats” produced by the Local Government Association

## **5. Key Principles**

### **5.1 General Aims**

The Regulatory Reform (Fire Safety) Order 2005 requires the appointment of a “Responsible Person;” it has been agreed that Red Kite Group shall be regarded as such as the employer and party being in control of the premises. This relates to all non-residential premises and the common areas only of residential premises and The Red Kite Group office.

#### **5.1.1 General Needs**

Tenants of individual general needs, market rent, shared ownership and leasehold properties are responsible for their own fire safety within their homes, including carrying out regular tests of their individual fire detection system.

#### **5.1.2 Sheltered Housing**

Where residents have stored liquified or compressed gases (including medical oxygen or LPG) in their properties, they are responsible for informing the Red Kite Group, so the local fire service can be alerted to the presence of these materials in the premises.

Generally, the storage of resident goods will not be permitted in communal access or escape routes in residential premises. Under no circumstances should flammable materials be stored in any communal areas other than designated storage rooms.

In the case of mobility scooters, (Please refer to The Red Kite Group Policy for Mobility Scooters and Sheltered Accommodation) where no designated storage area exists, they must not be stored in access or escape routes. Under no circumstances should mobility scooters be charged in any communal areas other than specially equipped designated charging / storage rooms.

A strict no smoking policy will be maintained in all communal areas.

For office buildings it is the responsibility of employees to inform their line manager of any physical or sensory impairment he/she may have, including temporary impairment, which may affect the speed in which they can safely evacuate the premises.

### **5.2 Evacuation Policy**

Evacuation policies for each building will be specific to that building, however as a general premise:

#### **5.2.1 Residential accommodation:**

Generally, it will be the case that all-purpose built general needs and sheltered accommodation as defined in the fire risk assessment will be subject to a ‘stay put’ or “Safe to Stay” policy. Occupants to have the option to stay in the building provided they feel it is safe to do so.

Certain types of converted accommodation i.e. houses that have been converted into individual units / flats will unless otherwise defined in the fire risk assessment require a ‘total evacuation’ policy. All occupants to self-evacuate once the fire alarm sounds.

#### **5.2.2 Red Kite Group offices and community premises (Including common rooms etc)**

All premises / areas to have a ‘total evacuation’ policy. All occupants to self-evacuate once the fire alarm sounds.

### 5.2.3 *Evacuation drills*

Fire evacuation drills are conducted twice annually in non-residential buildings (including Red Kite Group Offices). Performance will be monitored to ensure that buildings can be evacuated in a safe and timely manner. All persons new to the organisation are instructed in the fire evacuation procedure on induction.

### 5.3 **Risk Assessment Review**

The Red Kite Group will undertake a variety of reviews:

- RRO Fire Risk Assessments
- Person Centred Risk Assessments

The above is subject to regular review of fire risk assessments based on the risks presented by each individual building. The Red Kite Group will adopt an approach and review timescale proportionate to the risks presented. A programme of fire risk assessment review has been developed and is based on the following general principals.

Property Type Frequency of review

- High risk properties – Support / sheltered housing, converted residential property (including those let to charities which may have sub-tenant agreements) and offices annually
- Low Risk properties – General needs and common areas - every 3 years

The above timescale are indicative and may change if any of the following apply:

- Following a significant change to the layout or use of the building
- If there is reason to suspect that the original fire risk assessment may no longer be valid
- Following a change in legislation or guidance
- Following a major incident or fire
- On completion of major works or significant repairs / refurbishment
- Following a change to the way the building is managed or occupied

Fire risk assessments will be carried out on all newly acquired or newly built dwellings.

All Person-Centred Risk Assessments will be reviewed when there is a change of circumstance that would render the current assessment invalid (for example a change mobility ability of the individual).

### 5.4 **Remedial Actions**

Following the risk assessment, it is likely that remedial actions will be highlighted. Any observations made by the assessor at the time of the assessment that are deemed an immediate risk will be notified verbally and prior to the handover of the risk assessment. All other actions will be completed within the following timescales

- High: Within 3 months of the assessment
- Medium: Within 12 months of the assessment
- Low: Within 24 months of the assessment.

The effective date of the fire risk assessment is to be taken as the date of hand over of the risk assessment and not the date of the site visit to conduct the assessment. This date should be used for calculating the review date and the recommended timescales for any associated remedial work.

## **5.5 Equality**

Red Kite Group acknowledges its responsibilities to ensure that persons with disabilities are not put at increased risk in the event of a fire.

### **5.5.1 Assisted Evacuation**

In commercial and community premises Red Kite Group will be proactive in becoming aware of people who may need assistance to escape and will develop specific Personal Emergency Evacuation Plans (PEEP), as required. This may involve the assistance of staff in the evacuation.

In residential premises, should assistance be requested and where practicable Red Kite Group will provide advice and guidance to assist residents in developing their own means of escape plan in general needs premises. This will not involve the assistance of staff in the evacuation. Liaison will take place with the Fire and Rescue Service on how best to record and store information on non-ambulant or disabled residents in residential blocks where higher dependency residents are expected (such as sheltered premises). Should staff members be at residential sheltered accommodation during the period of any evacuation they are expected to implement the procedures set out in the specific Fire Emergency Plan.

## **5.6 Communication**

### **5.6.1 Communication with Health and Safety Committee.**

Through performance reports, updates of changes to legislation and policy and reports on relevant issues.

### **5.6.2 Communication with Staff**

Training will be organised in consultation with the Home Safety Specialist (Hazards) and the Learning & Organisational Development Specialist and will also be monitored and Managed to ensure this happens when required by the Head of property. Fire safety training for staff will cover a wide range of topics and be programmed on a regular basis and also at induction for new members of staff. This is will categorised into 2 main areas:

- Task specific: training tailored to fire safety related tasks that individuals may be required to undertake as part of their remit.
- Plan and general fire safety awareness training for all staff covering the main aspects of basic fire safety and any issues relating to Red Kite Group policy. This will be undertaken during induction and repeated every two years thereafter, or as and when industry or regulatory changes dictate. Training on any changes in legislation which effect the business will be given as a separate event when appropriate.

### **5.6.3 Communication with residents**

Through appropriate 'Fire Action' signage and in conjunction with other forms of communication provided on a regular basis such as web-site, newsletters, leaflets, in home information packs and general correspondence.

### **5.6.4 Liaison with the Local Fire and Rescue Service**

Red Kite Group will engage in a regime of regular communication with the Fire and Rescue Service to ensure good lines of communication and operational familiarity of Red Kite Group buildings.

Red Kite Group will enter into a Memorandum of Understanding with the Fire and Rescue Service to undertake Home Fire Safety Checks in residential properties where consent is given from the tenant.

#### 5.6.5 *Communication with contractors*

Contractors will be informed of specific requirements through pre-contract meetings, health and safety plans, method statements etc in relation to the works which they are due to undertake.

#### **5.7 Recording of Information**

The following fire safety related information is recorded centrally:

- Documented fire risk assessments
- Documented reviews or amendments of the fire risk assessment
- Portable Appliance Testing
- Evacuation plans

The following fire safety related information is retained at the scheme:

- Fire precautions records (including regular checking of all fire precaution measures, the fire alarm system tests, the emergency lighting system tests, fixed systems (heating and electrical) and fire extinguishers service records),
- Fire safety training records and fire drills
- Fire history records
- Miscellaneous correspondence relevant to fire precautions policies and measures
- Reports of fire signal activations
- Fire awareness training records for all relevant staff

#### **6. Policy Statement**

The policy statement is outlined in the purpose section of this document.

#### **7. References**

The references are listed in the legal framework section of this document

#### **8. Related Policies & Procedures**

This document should be read in conjunction with the following:

- Corporate Health and Safety Policy
- Fire Safety Log Book
- Vulnerable Tenant Plan and Personal Emergency Plans (PEEPS)
- The Red Kite Group Policy on Mobility Scooters at Sheltered Schemes
- Guidance for items left in communal areas

### Overview of Red Kite Group Fire Safety Strategy: March 2019

	<b>Sheltered Schemes</b>	<b>Community Buildings</b>	<b>Communal Areas of Residential Properties</b>
<b>Fire Risk Assessment</b>	Responsibility: Home Safety Specialist Monitoring: Annually or as specified in the risk assessment	Responsibility: Home Safety Specialist Monitoring: Annually or as specified in the risk assessment	Responsibility: Home Safety Specialist Monitoring: Annually or as specified in the risk assessment
<b>Management of actions arising from FRA</b>	Responsibility: Home Safety Manager Monitoring: Monthly	Responsibility: Home Safety Manager Monitoring: Monthly	Responsibility: Home Safety Manager Monitoring: Monthly
<b>Monitoring Arrangements</b> Fire Call Points, Door Closures.	Responsibility: Community Specialists Frequency: Weekly	Responsibility: Community Specialists Monitoring: Weekly	Responsibility: Community Specialists Monitoring: Weekly
<b>Arrangements for maintenance and inspection</b> Fire alarm systems, Emergency lighting	Responsibility: Appointed Contractor Frequency: Monthly	Responsibility: Appointed Contractor Frequency: Monthly	Responsibility: Appointed Contractor Frequency: Monthly
<b>Fire Safety Checks</b> e.g. Fire extinguishers	Responsibility: Community Specialists Monitoring: Monthly	Responsibility: Community Specialists Monitoring: Monthly	Responsibility: Community specialists Monitoring: Monthly:
<b>Auditing of Arrangements</b>	Responsibility: Home Safety Manger Frequency: Quarterly	Responsibility: Home Safety Manager Frequency: Quarterly	Responsibility: Home Safety Manager Frequency: Quarterly

## **Appendix A1**

### **Memorandum of Understanding with the Fire and Rescue Service**

The Red Kite Group will work proactively with Bucks Fire Rescue Services to

- Inform, support, implement and improve fire safety in Red Kite housing stock
- Hold regular joint meetings to share information, review key issues and agree solutions as appropriate
- Red Kite Group will work with Buckinghamshire Fire and Rescue Services' Community Safety Coordinators to offer fire safety advice to vulnerable tenants
- Undertake joint talks with residents, managers and carers from Buckinghamshire FRS staff in Red Kite Group premises.
- Proactively identify vulnerable tenants and where apparent, offer fire safety advice and consider measures such as the installation of smoke detection/early warning systems, provision of flame retardant bedding and installation of standalone fire suppression systems etc
- Enable a fast track system of intervention by the Community Fire Safety Coordinator where either Buckinghamshire Fire Rescue Service or Red Kite Group identify issues