



Fire risk management plan

MH/05/Revised/06/17



1. Scope

This policy applies to fire safety arrangements in all workplaces, common areas of residential premises and any other premises managed and/or owned by Red Kite Community Housing.

2 Key Objectives

The objectives of this document are to:

- Comply with all current fire safety legislation, namely
 - The Building Regulations 2010
 - The Housing Act 2004
 - The Regulatory Reform (Fire Safety) Order 2005
- Minimise the risk of fire and subsequent danger to occupants of all premises controlled by Red Kite Community Housing
- Achieve best practice in the approach to fire safety, obtaining standards above the minimum legislative requirements where possible
- Clearly set out responsibility of all involved in managing fire safety

3 General Aims

In order to help minimise the likelihood of fire occurring, and the consequences in the event that a fire occurs, Red Kite Community Housing 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 significant findings recorded and reported and necessary remedial work undertaken in a timely fashion
- Increased awareness for staff and residents alike through communication and appropriate fire safety management information
- 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



4 Management Responsibilities

The following responsibilities have been established to ensure compliance with the above mentioned fire legislation.

4.1 The Board

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

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

4.2 Chief Executive

The Board has delegated to the Chief Executive responsibility for implementing and monitoring fire safety issues throughout Red Kite Community Housing. 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 Risk Management Plan document
- Liaising with the Board, directors and managers
- Ensuring the allocation of resources (financial and staff) to implement the Fire Risk Management Plan and any subsequent fire policies and procedures



4.3 Deputy Chief Executive and Director

Fire safety is the responsibility of the appropriate Deputy Chief Executive and directors 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 Risk Management Plan and any subsequent fire policies and procedures
- Monitoring the Fire Risk Management Plan 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

4.4 Head of Property

For the avoidance of any doubt the Head of Property is responsible for overseeing the day to day management of this Fire Risk Management Plan and ensuring all operational actions are undertaken (not just property related), should there be any duplication or confusion of responsibility for the management of actions within this Fire Risk Management Plan The Head of Property will take the ultimate lead and responsibility for delivery and as such duties will include;

- Liaising with the Fire Consultant[s] as and when required
- Reviewing and monitoring performance of all staff in the delivery of the Fire Risk Management Plan
- Ensuring the correct allocation of resources (financial and staff) to implement the Fire Risk Management Plan and any subsequent fire policies and procedures
- Ensuring fire risk assessment programmes are in place, fire risk assessments are in date and monitored and that all relevant actions are implemented
- Managing the performance and activities of the Compliance Stem and all other teams in delivering all fire safety related actions
- Reporting regularly on performance and managing the risks associated with fire safety



4.5 Assistant Compliance Manager

The Assistant Compliance Manager will be specifically responsible for undertaking regular reviews and audits of the Fire Risk Assessment programme and preparing and managing action plans and schedule of works in respect of the corporate portfolio and occupied offices.

These duties will extend to, but are not limited to the following areas:

- Managing Red Kite Community Housing's Fire Risk Management programme including arranging for new fire risk assessments to be undertaken as appropriate to ensure these remain compliant and up to date
- Managing any internal review and updating of all Red Kite Community Housing property related fire risk assessments
- Addressing issues noted within individual fire risk assessment action plans and ensuring appropriate and timely actions are taken, which may involve delegation to other appropriate management areas
- Oversee and report regularly on the actions of any delegated actions
- 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 or to other Pods
- Approval of contractor's method statements and 'safe systems of work'
- Approval of commissioning certificates and handover documents
- Development and review of service, maintenance and audit programmes
- Liaising with the Fire Consultant[s] as and when required
- Lead on Fire Safety items on the Staff Partnership Forum agenda



4.6 Experience Specialist

All managers are responsible for the day to day practical implementation of the Fire Risk Management Plan and procedures. To fully assist and contribute in the process, they will:

- Have an understanding of relevant Fire Legislation
- Ensure the practical implementation of the Fire Risk Management Plan and procedures
- Ensure their area of responsibility is subject to fire risk assessment and regular monitoring
- Liaise with the appropriate senior managers and other members of staff on matters of Health and Safety
- Ensure all tenants are provided with relevant fire safety information [fire procedures, tenant's handbook, leaflets, newsletters, fire safety guidance advice, updating notice boards as required etc.] issue and inform on details of any evacuation/stay put procedures
- Undertaking relevant fire safety checks including weekly fire alarm call testing as appropriate
- Ensure the provision of all relevant signage
- Report promptly any repair and follow through on its completion
- Regularly check and inspect communal fire doors and equipment as part of wider inspections
- Carry out appropriate checks of fire safety related matters i.e. checking smoke and heat detectors, inspecting the condition of doors and external cladding when carrying out home visits and Home Audits
- Actively promote fire safety as part of daily duties

4.7 All Staff

- All staff who visit Red Kite Community Housing 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 route to report problems, they should consult their line manager or HR Business Partner immediately an issue is identified



4.8 Head of People

The Head of People with the support of the Assistant Compliance Manager will ensure that fire safety training programmes are in place, covering all staff. Training to include, but not limited to:

- Fire induction and awareness training for new staff specific to their remit
- Annual refresher fire awareness training for all staff
- Specific fire training dependent on level and role within the organisation

5 General Aims

Red Kite Community Housing is regarded as the 'Responsible Person' (as defined in Article 3 of the RRO) 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.

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.

Where residents have stored medical oxygen in their properties, they are responsible for informing Red Kite Community Housing so the local fire service can be alerted to the presence of stored oxygen in the premises.

The storage of bicycles, motorised scooters, pushchairs/prams and other 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, 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 and designated charging/storage rooms.

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

For non-residential buildings it is the responsibility of each employee 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.

6 Evacuation Policy

Evacuation policies for each building will be specific to that building and it will be required of all relevant staff to fully understand the policy in place for the homes that they manage and work in, however as a general premise:

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 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 or smoke detection system sounds.



Commercial accommodation 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.

Evacuation drills

- Fire evacuation drills will be conducted twice annually in non-residential buildings. Residential premises with alarms will be risk assessed as to the appropriateness of regular fire drills on an individual basis. Performance will be monitored to ensure that buildings can be evacuated in a safe and timely manner.
- All persons new to the organisation will be instructed in the fire evacuation procedure on induction.

7 Risk Assessment Review

We will undertake regular review of fire risk assessments based on the risks presented by each individual building. We 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 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:

1. Following a significant change to the layout or use of the building
2. If there is reason to suspect that the original fire risk assessment may no longer be valid



3. Following a change in legislation or guidance
4. Following a major incident or fire
5. On completion of major works or significant repairs/refurbishment
6. 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. 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 also the recommended timescales for any associated remedial work.

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.

10 Equality

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

Assisted Evacuation

- In commercial and community premises Red Kite Community Housing 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 assistance for in an evacuation.
- In residential premises, should assistance be requested and where practicable Red Kite Community Housing 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.

11 Communication

Fire Safety - Staff Partnership Forum

A cross group team of employees will form the forum who will meet regularly to:

- To ensure compliance with all aspects of fire safety legislation
- To keep abreast of changes to legislation and associated guidance documents
- To report to the Senior Management Team (SMT) on any appropriate matters including but not limited to, progress with fire actions and implementation 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
- To raise any areas of concern about management inactivity to resolve fire safety issues

See Appendix A1 for terms of reference of the Fire Safety - Staff Partnership Forum
Communication with Staff

Through training, fire drills, appropriate signage guidance notes and information contained on the intranet.



Communication with residents

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

Liaison with the Local Fire and Rescue Service

Red Kite Community Housing 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 Community Housing buildings.

Red Kite Community Housing will enter into a Memorandum of Understanding (Appendix A2) with the Fire and Rescue Service to undertake Home Fire Safety Checks in residential properties where consent is given from the tenant.

Communication with contractors

Contractors will be informed of specific requirements through pre contract meetings, Health and Safety plan, method statements etc. in relation to the works which they are due to undertake.

12 Recording of Information

All fire safety related information will be recorded centrally and kept up-to-date. This will include:

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

13 Training

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.
- Policy and general fire safety awareness training for all staff covering the main aspects of basic fire safety and any issues relating to Red Kite Community Housing policy.

14 Monitoring and Review

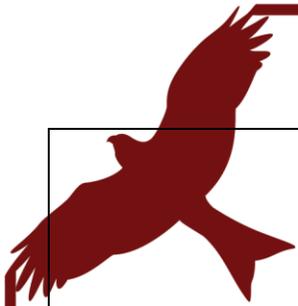
This document will be reviewed on an annual basis by the Head of Property. Regular reports/update will be given to the Staff Partnership Forum on a quarterly basis by the Assistant Compliance Manager.



Overview of Red Kite Community Housing Fire Safety Strategy: Responsibilities explained

The Head of Property will be responsible for ensuring that all actions contained within this Fire Risk Management Plan are delivered. Whilst others delegated responsible for delivering actions the Head of Property has ultimate responsibility for the implementation and delivery of this Plan and its actions and to ensure all delivery is monitored, recorded and achieved.

	Red Kite Community Housing Office Premises	Sheltered Schemes	Community Buildings	Communal Areas of Residential Properties - General needs
Fire Risk Assessment	Responsibility: Head of People Monitoring: Annually or as specified in the risk assessment	Responsibility: Assistant Compliance Manger Monitoring: Annually or as specified in the risk assessment	Responsibility: Assistant Compliance Manger Monitoring: Annually or as specified in the risk assessment	Responsibility: Assistant Compliance Manger Monitoring: Annually or as specified in the risk assessment
Management of actions arising from FRA	Responsibility: Head of People Monitoring: Monthly	Responsibility: Head of Experience Monitoring: Monthly	Responsibility: Assistant Compliance Manger Monitoring: Monthly	Responsibility: Assistant Compliance Manger Monitoring: Monthly



Arrangements for maintenance and inspection Fire alarm systems, emergency lighting and extinguishers etc.	Responsibility: Facilities Officer Recorded/monitored Monthly	Responsibility: Assistant Compliance Manger Recorded/monitored Monthly	Responsibility: Technical Officer Statutory Compliance Recorded/monitored Monthly	Responsibility: Technical Officer Statutory Compliance Recorded/monitored Monthly
Fire Safety Checks	Responsibility: Facilities Officer Frequency: Monthly	Responsibility: Experience specialists Frequency: Monthly	Responsibility: Experience specialists Monitoring: Monthly	Responsibility: Experience specialists Monitoring: Monthly:
Auditing of Arrangements	Responsibility: Head of People Frequency: 6 monthly check	Responsibility: Assistant Compliance Manger Frequency: Quarterly	Responsibility: Assistant Compliance Manger Frequency: Quarterly	Responsibility: Assistant Compliance Manger Frequency: Quarterly



Appendix A1

Terms of Reference of the Fire Safety Group (Staff Partnership Forum)

1. Role and Responsibilities:

The role and responsibilities of the Fire Safety Group (Staff Partnership Forum) is to ensure ongoing compliance with all relevant fire safety legislation. The items needing to be covered in relation to fire safety management will be provided as a dedicated section on the main forum agenda. It will keep under review the effective management of fire safety across Red Kite Community Housing with the objective of promoting fire safety at all times.

2. Terms of Reference:

Duties of the Fire Safety Group (Staff Partnership Forum) will be:

- i. To monitor compliance with all aspects of fire safety legislation
- ii. To keep abreast of changes to legislation and associated guidance documents
- iii. To report to Senior Management Team on any and all appropriate matters in particular, progress against action plans, resource requirements and any matter that may require further consideration
- iv. To develop, monitor and review policies and procedures that reflect the role stated above
- v. To ensure consistency of approach to fire safety through effective communication
- vi. To ensure fire safety training is adequate and up-to-date for all staff
- vii. To note, monitor, record and measure performance
- viii. To liaise with the Fire and Rescue Service and any other appropriate body as appropriate
- ix. To report to the Board all issues as appropriate
- x. To monitor fire related incidents
- xi. To report to EMT any issues requiring immediate action which may result in a breach of legislation or danger to health
- xii. To raise any areas of concern about management inactivity to resolve fire safety issues



3. Meetings:

The Chair of the Fire Safety Group (Staff Partnership Forum) will be the Compliance Manager - for fire related matters only. Meetings are to take place once every three months and are to be attended by (as appropriate):

- Head of People
- Head of Property
- Head of Experience
- External Consultant support as required
- Senior Project Manager
- Experience specialists
- Nominated Fire Safety Managers/staff
- Staff Forum nominated staff

If any staff forum nominee is unable to make any given meeting then the responsibility will be delegated upwards to their line manager, this will ensure the Group is given priority.

4. Authority:

The Fire Safety Group (Staff Partnership Forum) is authorised by the Chief Executive to undertake any activity within its terms of reference.

5. Agenda:

The Fire Safety Group (Staff Partnership Forum) will discuss at every meeting;

1. Previous Minutes
2. Policies and Procedures
3. FRA Programme
4. Remedial Works
5. Training
6. Incident and Risk Report/Update
7. FRS Liaison
8. AOB
9. Next Meeting



Appendix A2

Memorandum of Understanding with the Fire and Rescue Service

Red Kite Community Housing 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
- Work in partnership to offer fire safety advice to vulnerable tenants
- Undertake joint talks with residents, managers and carers to inform and promote fire safety awareness.
- 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 Community Housing identify issues
- Promote fire safety awareness training as required throughout the community