

# Fire Safety Policy

## Policy statement

Capture Housing recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees, tenants and anyone else potentially affected by its undertaking, against fire and the effects of fire.

## Policy objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- Roles, responsibilities and accountabilities are clearly defined and understood in order to ensure both corporate and individual compliance with relevant legislation.
- A competent person or persons are appointed to provide fire safety advice
- Fire risks are assessed and control measures are implemented to eliminate risk or reduce residual risk to tolerable level
- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire
- Fire safety measures in Capture buildings are benchmarked against relevant standards
- Fire safety measures are inspected, tested and maintained, to the extent necessary, by competent persons, and are kept in good working order and in a good state of repair
- Provide a safe environment in which our residents are assured that the risk of injury or damages to their homes caused by fires is minimised
- Ensure that residents, staff, contractors, visitors and all property managed by Capture are safeguarded in the event of fire
- Staff are provided with clear and relevant information about the risks to them that have been identified and the precautions taken to ensure their safety
- Staff are properly consulted about policy, procedures and arrangements for ensuring fire safety.
- Appropriate information including fire procedures and particular hazards are provided to other relevant persons such as visiting workers, contractors and tenants
- The employers of employees, who work in or around Capture premises, are provided with information about risks, the precautions taken and emergency procedures



Staff are provided with instruction and training in matters relating to fire safety, on induction and at appropriate intervals thereafter.

Where necessary, Capture co-operates and co-ordinates with other responsible persons, as defined by the Regulatory reform (fire safety) order 2005 (FSO).

Capture liaises with relevant statutory authorities, as required by the FSO and any other relevant statutory provisions

### **Responsible person**

Capture is the “responsible person”, as defined by Article 3 of the FSO.

As the employer and duty holder, Capture must, as far as is reasonably practicable, take steps to reduce the risk from fire in our premises and ensure that everyone in, or nearby, can escape safely if there is a fire.

The FSO places duties on the “responsible person”, to the extent that they have control over premises, to:

- assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

### **Safety assistance**

The competent person(s) appointed under Article 18 of the FSO to assist the Responsible Person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is our Managing Agent.

### **Organisational responsibilities**

The Directors have overall responsibility for the fire safety policy. They are required to ensure that adequate and ‘competent’ resources are provided to ensure that the fire risk to Capture’s property portfolio is reduced to ‘as far as is reasonably practicable’ by ensuring:

Effective fire safety management of properties managed by Capture.

Adequate resources to be made available to meet Capture’s legal fire safety obligations and to ensure as far as reasonably practicable, the safety of colleagues and residents.

The Directors may be assisted in their duties by nominated and adequately trained colleagues. Colleagues have a duty to co-operate with the Directors so far as is necessary to enable the legislation to be complied with. The roles and responsibilities of the Directors can be allocated to other Capture employees or Managing Agents, but the ultimate responsibility to ensure Capture’s fire safety obligations are undertaken cannot be discharged.

The Directors will ensure that:

- Relevant statutory bodies are consulted on matters of fire safety, as and when necessary
- Appropriate guidance is developed to enable the requirements of this policy to be properly implemented
- Appropriate fire safety information, instruction and training is made available to all relevant persons as required.
- Ensure all new properties with common parts have a fire risk assessment carried out upon hand over of the property.
- All fire risk assessment re-inspections are carried out within one year for high risk properties and two years for general needs.
- The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO
- All fire safety measures (e.g. structural components, fire doors, partitions etc.) and equipment is maintained, by a competent person, in a fit and efficient state, in effective working order and in good repair
- All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of building regulations and relevant fire safety legislation
- Where relevant, contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing site works
- There is liaison and co-operation, as applicable, with other responsible persons, e.g. residents / contractors, to ensure that they are aware of fire safety policy and procedures and to identify any risks arising from their activities which could impact upon fire safety

## **Contractors**

Contractors are required to:

- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO
- Co-operate with Capture on all matters of fire safety
- Ensure that they, and all staff falling under their control, have received appropriate information, instruction and training to enable them to comply with this policy and relevant emergency procedures

## **Managing Agents**

Managing agents are required to:

- Manage blocks in line with legislation and complete any action found under a fire risk assessment.
- All fire safety equipment shall be maintained by Capture further to inspection by the Managing Agent.
- Capture will ask the Managing Agents for evidence of all Risk Assessments and service records when required.

## **Residents**

Residents are required to:

- Avoid, either inadvertently or deliberately, interfering with, or damaging, any fire safety measures provided.
- Avoid undertaking any repairs, alterations or other changes within their property that could adversely affect the fire safety measures in the building
- Not leave any items in communal hallways which may be a hazard or cause a hazard to any egress from the building.

## **Application**

In housing stock, the scope of the FSO only extends to cover common areas including access stairways, corridors, common facilities, etc. and any fire prevention and fire protection measures necessary to safeguard the use of these parts of the premises.

While the occupants of flats are 'relevant persons', the flats themselves, as domestic dwellings, are outside the scope of the FSO. However, they are covered by the Housing Act 2004 and additional fire safety measures may be required under this legislation which is enforced by the relevant Local Authority.

## **Programmed maintenance**

### **Automatic detection:**

All fixed fire detection systems shall be inspected bi-annually by Capture Managing Agent in line with best practices.

All sites that contain fire detection equipment will have a fire-resistant document safe with installed in the vicinity of the equipment's control panel with the relevant site logbook.

All false alarms shall be investigated and logged in the site log book.

Alarm panel batteries shall be replaced every 4 years in line with cell life and best practices

### **Domestic smoke alarms:**

Mains wired smoke detectors are Capture's preferred safety service.

If a battery system is provided then the tenant will be provided with one on commencement of tenancy and then when inspected will be required to ensure that battery is in working order for the duration of the tenancy.

### **Dry risers**

Dry risers shall be inspected bi-annually by Capture's Managing Agent in accordance with the current BS 9990 to ensure that all inlet and landing valves, drain valves, spindles, glands and washers, door hinges and locking arrangements are in good condition and ready for immediate use.

### **Fire extinguishers and blankets**

At annual intervals the Managing Agent shall carry out inspection, servicing and maintenance of all fire extinguishers and blankets in accordance with the BS 5036.

### **Automatic opening vents (AOV)**

At annual intervals the Managing Agent shall carry out inspection, servicing and maintenance of all AOV equipment, smoke detectors should be cleaned to reduce contamination and false alarms.

Control panel batteries shall be replaced every 4 years in line with cell life and best practices.

### **Emergency lighting installations**

The Managing Agent at annual intervals shall test, service, maintain, and report on all existing emergency lighting fully in accordance with the provisions of British Standard 5266: Emergency Lighting Part 1:2011.