

STATEMENT OF INTENT

Saffron Housing Trust Limited (hereafter called 'Saffron') hold a wide property portfolio inclusive of flat blocks, specialised housing and various workplaces which are subject to current fire legislation, which place specific duties and requirements upon Saffron as the responsible person.

The Regulatory Reform (Fire Safety) Order 2005, (hereafter called 'The Order') as amended by the Fire Safety Act 2021 applies to any place with the exception of a single private dwelling. As such, it applies to specialised housing, houses in multiple occupation, any building containing two or more sets of domestic premises (to include the building's structure, walls and any common parts), offices and other workplaces.

Fire Safety (England) Regulations 2022. These regulations apply to England only and make clear new requirements for all multi-occupied residential buildings with two or more sets of domestic premises, further requirements are also set out for buildings over 11m and 18m respectively.

Building Safety Act 2022. Currently sets out the requirements for all new and existing high-risk buildings (those over 18m or 7 storeys) which contain at least two residential units.

The Housing Act 2004 and Housing Health and Safety Rating System applies to occupied dwelling houses not covered by The Order, and The Building Regulations 2010 apply to the design and construction of new properties.

Saffron will take all necessary steps to ensure the duties imposed upon it are met to ensure the safety of its tenants and staff.

1. PURPOSE

1.1 This policy is designed to ensure that Saffron meets its legal obligations in respect of fire safety across the entire property portfolio.

2. RESPONSIBILITIES

2.1 The person with overall responsibility for fire safety is the Chief Executive of Saffron Housing Trust Limited.

2.2 The Health and Safety Manager will implement and manage a fire risk assessment process, maintain the inventory of fire risk assessments, provide advice to managers and staff, record and investigate fire events and shall be the point of contact for the enforcing authorities.

2.3 The Health and Safety Manager will be responsible for the maintenance and review of the fire risk management policy. The policy will be reviewed every two years or in the event of changes to associated legislation and/or supporting guidance.

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- 2.4 The Sustainability Directorate will maintain an action plan of fire safety actions required as a result of fire risk assessments; provide an annual proposed schedule of works; ensure sufficient budget to complete works, carry out works and update the action plan annually at the end of each budget year.

3. FIRE RISK ASSESSMENT

- 3.1 'The Order' applies to any place with the exception of dwelling houses occupied as a single private dwelling, as such it applies to specialised housing, houses in multiple occupation, any building containing two or more sets of domestic premises (to include the building's structure, walls and any common parts), offices and other workplaces
- 3.2 Where 'The Order' places a duty on Saffron to carry out fire risk assessments, Saffron will ensure that an assessment is carried out and the significant findings recorded.
- 3.3 All multi-occupied residential premises will have a Type 1 FRA undertaken (common parts only) as standard. A sample of flats may be assessed where void or unoccupied, or if a specific risk has been identified (Type 3 FRA). Type 2 or 4 assessments (destructive) will only be undertaken if a need has been identified for example doubts over compartmentation exist.
- 3.4 Saffron will ensure that the person or organisation carrying out fire risk assessments have the necessary competencies in terms of qualifications, experience and knowledge to assess the fire risk for particular building types.
- 3.5 Saffron will maintain an inventory of fire risk assessments to include date the risk assessment was carried out and the required review date.
- 3.6 Saffron will maintain a plan for the review of fire risk assessments. Reviews will be required following, change to the regulatory framework or relevant guidance, following a fire event, post any significant changes to the building and periodically as agreed by The Board, ensuring all assessments remain suitable and sufficient.
- 3.7 Saffron will maintain an action plan for all significant findings raised as a result of fire risk assessments. Actions will be scheduled to ensure those required to maintain legislative compliance and/or likely to have a significant effect on the safety of relevant persons are prioritised.
- 3.8 Where a domestic dwelling is occupied by tenants and onsite support providers the premises are defined in law as a workplace. Under 'The Order' article 5(1) responsibility for fire safety falls to the 'Employer' as 'Responsible Person' (RP). Although the duty to carry out the fire risk assessment rests primarily with the employer, Saffron will still carry out due diligence and complete a fire risk assessment for the premises. The employer should also complete a fire risk assessment and provide their employees with such information, training and procedures as required.

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- 3.9 Where following a fire risk assessment significant findings have been identified within a building which will affect the safety of occupants these will be communicated with all occupants at the earliest opportunity.
- 4.0 As part of the FRA the risk assessor will review and confirm the appropriate fire evacuation strategy for the building, which in most cases will either be Stay Put, Full/Simultaneous Evacuation or Progressive Horizontal Evacuation. Saffron will ensure that:
1. Within each building a Fire Action Notice will be displayed which details to residents what to do in the event of fire, should one occur in either their property or within the communal area.
 2. Every resident has been informed of the evacuation strategy for their building and had the opportunity to make Saffron aware should they not understand the strategy or feel they would be unable to follow the guidance should a fire occur.
 3. All new residents will be informed of the evacuation strategy upon start of tenancy.
 4. All new residents will be informed of the importance of fire doors upon any new tenancy.
 5. All residents will be appropriately informed should there be a permanent or temporary change to the evacuation strategy.
 6. Information will be re-provided to tenants annually.

4. FIRE PROTECTION DEVICES AND EQUIPMENT

- 4.1 Saffron shall fit a standard level of fire and smoke detection to single household domestic dwellings or flats where a rent is charged. This means Grade D1 LD2 in line with current BS5839-6. Where single households have Grade D LD3 detection installed, these will be upgraded on an opportunity basis during refurbishment/repair etc.
- 4.2 Where a tenant, occupational therapist or support worker makes a request for other works related to the safety of the tenant in the event of fire, Saffron Services for Older People or Those with Disabilities' policy shall apply.
- 4.3 Where any building is under shared ownership responsibility for all maintenance or upgrade rests with the sharing owner. This extends to improvements proposed to enhance safety in the event of fire. All significant maintenance and upgrade must be approved by Saffron prior to commencement of works.
- 4.4 Fire detection systems for buildings which are covered by 'The Order' will be of an appropriate detection type and grade required to protect life and/or property as determined by the fire risk assessment. Additional fire safety measures may also be required as a result of the assessment and may include some or all the following: fire resisting doors and other methods of compartmentalisation,

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emergency lighting, lightning conductors, fire extinguishers etc.

- 4.5 Saffron will ensure before first habitation, that all new properties meet the requirements of The Building Regulations extant at the time and additionally where 'The Order' applies that a fire risk assessment has been carried out. Where newly acquired property does not comply with The Building Regulations, the Development Department will carry out a survey including a check that the fire detection systems meet the requirements of this policy.

5. MAINTENANCE OF FIRE PROTECTION DEVICES AND EQUIPMENT

- 5.1 Saffron as responsible person will ensure that any device or equipment provided as the result of this policy or a fire risk assessment is maintained in a suitable and sufficient condition, to the manufacturers specification and where applicable to the relevant British Standard.

Refer to Annex A for guidance on the recommended frequency of fire safety equipment and procedure testing.

6. RECORDING FIRE INCIDENTS

- 6.1 Saffron will maintain a log of all fire events and will carry out investigations proportionate to the severity or potential severity of the outcome.
- 6.2 Following a fire investigation the risk assessments for that property type will be reviewed.

7. EMERGENCY PROCEDURES IN THE EVENT OF FIRE

- 7.1 Saffron will prepare and communicate emergency procedures in all workplaces where Saffron employees are based.
- 7.2 Periodically, a test of the emergency evacuation procedures will be carried out at the Saffron main offices.
- 7.3 Saffron will provide fire safety advice, including procedures to follow in the event of fire to residents of flats and users of community rooms.

8. TRAINING

- 8.1 Saffron will provide appropriate training to any person who as a result of their employment have a duty imposed upon them as a result of this policy.
- 8.2 The induction programme for all new Saffron employees will include information on fire safety hazards and how to minimise the risk of fire starting.

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9. RESPONSIBILITIES

9.1 Saffron will ensure records of the following are maintained:

- Risk assessments and remedial actions carried out
- Testing of fire protection equipment and devices e.g. fire alarms and emergency lighting (where these are fitted), fire extinguishers etc.
- Training

10. POLICY COMPLIANCE

10.1 Disciplinary action may be taken against any employee who fails to comply with this Policy. An intention to unlawfully discriminate, or deliberate failure to comply with the policy, may lead to disciplinary action against those involved

Consulted with Tenant Groups	N/A
Board/Committee	Senior Leadership Team
Date Approved	February 2024
Review Date	February 2026
Officer	H&S Manager
Version Number	3.0

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Annex A – Fire Safety Testing Frequency

Equipment/Procedure	Frequency	Comments
Fire Extinguishers	Monthly	Ensure that all extinguishers are in their proper position, unobstructed, have not been operated or lost pressure (where fitted with pressure indicator), and tamper indicators are in place. Operating instructions should be clean, legible, and facing forward.
	Annually	To be completed by a competent person following the manufacturers recommended procedures. A certificate of inspection should be provided.
	Extended Service	A discharge test (or overhaul as required) to be completed by a competent person at intervals not exceeding those laid down in BS5306 Part 3 (varies depending on extinguisher type).
Fire Alarm System	Daily	Inspect the panel daily for normal operation of the system. Where visual indication is provided, check that the connection to the remote call receiving centre is functioning correctly.
	Weekly	Test the system weekly to ensure that it is capable of operating under alarm conditions. This can be done by operating a manual call point during normal working hours, at about the same time each week, to prove the control equipment is working, the

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		fire alarm sounders operate, and a signal is received by the alarm receiving centre where appropriate. Ensure that a different call point is used each week until all call points have been tested. The test should last no more than one minute.
	Bi-Annually	The installation should be inspected at least every six months by a competent person.
Automatic Door Release Mechanisms (Activated by the Fire Alarm System)	Weekly	In conjunction with the fire alarm test – check all doors are being released and closing fully onto the door rebates.
Emergency Lighting	Monthly	Self-contained luminaires should be checked monthly by a competent person able to simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be tested for proper function.
	Annually	A full functional test of self-contained and central battery systems by simulation of a failure of the normal lighting supply, for a continuous period, for its full duration should be completed by a competent person.
Automatic Opening Vent (AOV)	Monthly	AOV's and electrically operated OV's should be tested monthly using the manual controls to ensure satisfactory operation.
	Annually	Once a year, a full test should be performed which includes checking the functionality of smoke detectors and AOV controls.
Fire Evacuation Drill	Bi-Annually	Complete a full fire evacuation drill. Record the

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		results and any findings and/or actions required.
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Annex B - Fire Risk Assessment Type and Frequency

Fire Risk Assessment Type	Blocks of flats/ Large Schemes	
	Type 1. Standard for all Saffron blocks of flats.	Non-destructive assessment of the common parts of the building, including external walls, windows, roof, and flat front door. Building plans where available will undergo a desktop review.
	Type 2 Will only be required where doubts have been raised on the structural integrity of the building.	Destructive/ invasive inspection of the common parts. Will require involvement of specialist contractors.
	Type 3 An attempt will be made to undertake this assessment where properties are known to be void, or if safety issues have been raised.	Non-destructive/ invasive assessment of the common parts and inside the flats. This may only be a sample of flats within the block.
	Type 4 Only required where serious defects have been identified within the building, property will likely be vacated.	Destructive/ Intrusive assessment of the common parts and flats. Will require involvement of specialist contractors and significant resources.
	Small LD, Offices etc.	
	Non destructive assessment of the whole property.	Standard assessment for all other properties not covered above. All areas covered as far as is possible but with no invasive inspection.
	Destructive assessment of part of or the whole property.	Only undertaken where doubts or concerns have been raised about the integrity of the building.

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Fire Risk Assessment Frequency.	Property Type	Frequency
	Large scheme/ specialised housing	1 year
	General needs, open stair shared	4-year
	General needs, single closed protected stair, low occupancy no more than 3-storey	3-year
	General needs, multiple protected stairs, higher occupancy or more than 3 storey	2-year
	Small LD sleeping (no more than 4 tenants)	2-year
	Small Single Occupancy LD	3- year
	Small LD no sleeping risk, offices etc	4-year