



# **Fire Safety Policy 2025**

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## Summary

This Fire Safety Policy outlines Broxtowe Borough Council's commitment to preventing fire risks, ensuring safety, and meeting its responsibilities as a local authority, landlord, and social housing provider to reduce the risk of fire and mitigate its effects. This policy demonstrates Broxtowe Borough Council's proactive approach to fire safety, balancing its obligations as a public authority and a landlord to protect lives and property.

## Policy Statement

Broxtowe Borough Council (BBC) recognises and accepts the duty of care placed upon it by legislation, as well as its moral responsibility to maintain, manage, and operate the buildings under its control, with all reasonable and practicable measures to prevent the outbreak of Fire. BBC is committed to protecting the health, safety and welfare of all employees and others including tenants, visitors, contractors, and the public who may be affected by BBC's activities.

BBC recognises the importance of Fire Safety and understands the catastrophic impacts that can occur: -

**Fire kills** – In 2022/23 (England and Wales) Fire and Rescue Services attended over 178,737 fires. 66,753 of these were serious fires that caused harm to people and property. 7,649 were Workplace Fires and 707 were High-Rise Flats and Maisonettes. These fires also killed 321 people and injured over 6098.

**Fire costs** – The costs of a serious fire can be high and afterwards many organisations and businesses do not recover. In 2022/23, the cost because of fire, including property damage, human casualties and lost business, was estimated at well over £7.1 billion.

**Legal duty to manage** fire safety effectively - These duties are outlined specifically in the The Regulatory Reform (Fire Safety) Order 2005 (RRFSO). Failure to comply with these duties may lead to enforcement action being taken by the local Fire Authority and in serious cases this may also lead to fines and imprisonment.

BBC will comply with all relevant fire safety legislation, regulations and best practise including the RRFSO and implement robust measures to protect lives and property. Through regular fire risk assessments, employee training, tenant education and the provision of fire safety equipment, BBC will maintain safe environments. This Policy reflects BBC's dedication to safeguarding the communities it serves and fostering a culture of fire and explosion prevention.

Signed on behalf of Broxtowe Borough Council

Ruth Hyde

Chief Executive Officer

Date:

## 1.0 Review

This Policy will be reviewed every 3 years or sooner when there has been an update to legislation, regulation, approved codes of practice or operational changes and incidents within BBC. The next planned update will be in December 2027

## 2.0 Policy Aims

This policy aims to outline the main principles of Fire Safety management providing a framework of procedures to comply with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), The Building Safety Act 2022 and meeting the requirements of the Housing Act 2004 to address fire and explosion hazards identified through the Housing Health and Safety Rating System (HHSRS). By implementing this comprehensive fire safety policy BBC is demonstrating its commitment to creating safe living environments and reducing the likelihood and impact of fire incidents.

- Provide clear lines of responsibility within BBC for the management of fire safety.
- Specify individual responsibilities in the management of fire safety.
- Provide a commitment to communication with customers regarding fire safety.
- Make clear BBC's approach to surveying properties and undertaking Fire Risk Assessments.
- Provide appropriate information and instruction to employees, tenants, leaseholders, and others with regards to safe evacuation.
- Effective arrangements are in place to respond to and deal with the aftermath of a fire.
- To minimize the risk of fire and its impact.
- To safeguard all persons on BBC premises from death or injury in the event of a fire or explosion.
- To provide clear guidance on roles and responsibilities.
- To comply with all fire safety legal obligations.
- To ensure all BBC owned and managed properties are safe for tenants, employees, contractors, and visitors.

### 3.0 Scope

The policy covers all council Housing Revenue Account (HRA) assets, including dwellings, common parts of blocks of flats and independent living schemes, garages, and other assets where we have a repair and maintenance responsibility. BBC will through its responsible officers make every reasonable effort to identify, manage and monitor fire safety risks within its operational buildings e.g. offices, leisure facilities, green spaces, transport depot and workshops and its property portfolio and which includes:

#### **Social Housing Properties**

- Houses
- Blocks of Flats
- Maisonettes
- Bungalows
- Elderly person housing units (Independent living schemes)
- Community rooms
- Garages
- Temporary accommodation

#### **Corporate Properties**

- Office buildings
- Leisure centres
- Museums (where owned by Broxtowe Borough Council)
- Pavilions (where owned by Broxtowe Borough Council)
- Stores/Depots

#### **Commercial Properties**

- Retail Units
- Cinema Complex
- Business Outlets

Any reference in this policy to 'we', 'our' or 'us' refers to Broxtowe Borough Council (BBC).

Any reference in this policy to 'tenant', 'customer' or 'resident' refers to Broxtowe Borough Council Local Authority Housing secure tenant, leaseholder, or shared owner and those living under license in our temporary accommodation units.

This policy is designed to work alongside our wider set of health, safety, and compliance policies, procedures, and processes. This policy applies to all BBC owned and managed properties, workplaces, employees, commercial tenants, contractors, tenants, leaseholders, and visitors. It covers:

- Commercial Properties
- Corporate buildings and offices.
- Social housing stock, including general needs housing, independent living schemes, and temporary accommodation.

- Communal areas of residential blocks.

All premises owned or occupied by BBC are subjected to a fire risk assessment. BBC acting through its responsible officer set out in paragraph 9 below will appoint a competent contractor to manage the process of conducting Fire Risk Assessments. Where any issues or significant risks are identified by the fire risk assessment, action will be taken to implement appropriate control measures to reduce the risk of fire to the lowest practicable level.

All fire risk assessments will be reviewed at a predetermined date based on the residual fire rating for the property or sooner following any significant changes.

Property Risk Rating	Frequency
Substantial	→ Annual Review (1 year)
Moderate	→ Biennial Review (2 year)
Tolerable	→ Triennial Review (3 year)
Trivial	→

### Fire Safety Risk Profile

Risk Level:1	Housing	→ Independent Living Schemes; Temporary Accommodation
	Bramcote Crematorium	→ Incinerators
	Kimberley Depot	→ Fuel Storage, Garage Workshops
Risk Level:2	Housing	→ Independent Living Flats [Blocks]
Risk Level:3	Housing	→ General Needs Flats [Blocks]
Risk Level:4	L Leisure Limited	→ Chilwell Olympia Bramcote Leisure DH Lawrence Museum
Risk Level:5	Housing Public Buildings	→ General Needs Single Dwellings Offices
Risk Level:6	Other	→ Parks and Open Spaces

## 4.0 Purpose

This Fire Policy is designed to provide clear acknowledgement of the responsibilities that BBC has in relation to the management of fire safety and outline the measures and procedures that will ensure the safety of tenants, leaseholders, employees, contractors, visitors and the general public by reducing the risk of fire, mitigating the effects of fire and ensuring compliance with relevant fire safety laws and regulations within the properties for which, BBC has responsibility, by

- Adhering to the fire safety legislation.
- Minimise the risk of fire and explosion.
- Protect the physical structures of the property to ensure continued housing availability and reduced costs associated with fire damage.
- Outline the responsibilities of BBC, tenants, employees, contractors, visitors, and members of the public.
- Ensure fire safety is managed proactively.

- Establish a framework for conducting regular fire risk assessments of properties to identify potential hazards and implement controls.
- Ensure there are clear evacuation plans and procedures for all properties.
- Educate tenants about their responsibilities, such as maintaining clear escape routes and avoiding actions that increase fire risk.
- Train staff in fire safety practices and emergency response procedures
- Identify vulnerable residents and carry out a personal emergency evacuation plan (PEEP)
- Ensure all maintenance, materials and modifications to properties adhere to fire-resistant safety standards especially those pertaining to external wall systems and other critical components.

## 5.0 Legal Framework

BBC will comply with all relevant fire safety legislation, including but not limited to:

- The Regulatory Reform (Fire Safety) Order 2005 (RRFSO).
- The Housing Act 2004.
- The Fire Safety Act 2021.
- The Building Safety Act 2022.
- The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022.
- The Social Housing (Regulation) Act 2023.
- The Fire Precautions (Workplace) Regulations 1997 as amended 1999.
- The Local Government and Housing Act 1989.
- The Landlord and Tenant Act 1985.
- The Occupiers Liability Act 1957 and 1984.
- The Health and Safety at Work Act 1974.
- The Electricity at Work Regulations 1989.
- Approved Document B (Building Regulations).

Although the RRFSO does not apply to individual domestic dwellings, BBC (as a provider of social housing) accepts its duty as a landlord and recognises that most fires (and any associated fatalities) occur in domestic dwellings. Because of this BBC will ensure a fully holistic approach when undertaking fire risk assessments of multi-occupancy housing schemes (i.e. Independent Living) and any multi-occupancy blocks of flats (e.g. Independent Living, General Needs and Lease Holders).

The fire risk assessments carried out in these circumstances will also pay attention to those who are vulnerable (e.g. elderly, disabled, young persons and anyone with individual needs, disabilities, and limited mobility) and will aim to ensure that the fire precautions in place are 'suitable and sufficient' given all reasonably foreseeable circumstances.

The RRFSO and the Management of Health and Safety at Work Regulations 1999 (as amended) require that the focus of fire safety provision is to 'protect and save' lives. This legislation requires BBC (through the nominated 'Responsible Person(s)') to carry out 'suitable and sufficient' fire risk assessments of premises, sites, and activities to protect employees, visitors and others.

Fire safety legislation as it relates to BBC is enforced by Nottinghamshire Fire and Rescue Service (NFRS). Health and Safety legislation, which may relate to fire

safety, is enforced by the Health and Safety Executive, with the exception for higher risk buildings which are dealt with by the Building Safety Regulator.

Responsibility for complying with the RRFSO rests with the 'Responsible Person'. Within BBC, the duties of the 'Responsible Person' are currently discharged by several employees at both a Strategic and Operational level as indicated in section 9 below. The overall duty holder is the Chief Executive who is supported by the Head of Housing and Head of Asset Management and Development.

Further details of those posts and wider responsibilities are addressed in the Fire Safety Management Plan that supports the implementation of this policy.

## 6.0 Terms and Definitions

These terms ensure clarity and consistency in understanding and implementing fire safety measures.

AFP	Active Fire Protection
AFSS	Automatic Fire Suppression System
CDM	Construction Design and Management
PFP	Passive Fire Protection
FRA	Fire Risk Assessment
FRAEW	Fire Risk Appraisal of External Walls
HHSRS	Housing Health and Safety Rating System
OLA	Occupiers Liability Act
PEEP	Personal Emergency Evacuation Plan
RP	Responsible Person
RRFSO	Regulatory Reform Fire Safety Order
HRA	Housing Revenue Account

Competent Person	An individual with sufficient training, experience, knowledge, qualifications to implement fire safety measures and conduct tasks like fire risk assessments or alarm maintenance.
Responsible Person	The individual or organisation legally accountable for fire safety in a building, as defined by the RRFSO. This can be the landlord, property manager or employer.
Relevant Persons	Defined under the RRFSO as anyone lawfully on the premises or in the immediate vicinity who might be affected by fire
Fire Risk Assessment	A systematic evaluation of a building to identify fire hazards, assess risks to occupants and determine necessary control measures to reduce or eliminate risks.
Fire Compartmentation	The use of fire-resistant materials and construction methods to divide a building into sections, slowing the spread of fire and smoke.
Fire Resistance	The ability of a material or structure to withstand fire



	or heat for a specified period, measured in minutes.
Cladding	External material applied to buildings, which can influence fire safety based on its combustibility and performance during a fire.
Compartment Fire	A fire contained within a single enclosed space, such as a room or flat due to effective compartmentation.
Fire Detection and Alarm Systems	Equipment designed to detect fire and alert occupants, such as smoke detectors, heat detectors and alarm sounders.
Active Fire Protection	Systems that actively respond to fire, such as sprinklers, fire alarms and extinguishers.
Passive Fire Protection	Measures that prevent or slow the spread of fire without requiring activation, such as fire doors, fire resistant walls and fire stopping materials.
Fire Door (FD30   FD60)	A specially designed door that prevents the spread of fire and smoke for a minimum specified period of time, usually 30 – 60 minutes.
Fire Safety Management Plan	A document outlining how fire safety is managed in a building, including roles and responsibilities.
Evacuation Plan	A documented and practised procedure outlining how occupants should leave the building in the event of a fire.
Simultaneous Evacuation	A fire strategy where all occupants evacuate the building at the same time upon hearing the fire alarm.
Stay Put Policy	A fire strategy where occupants in flats, apartments, independent living schemes remain in their units unless the fire directly affects them, or they are instructed to leave.
Fire Hazard	Any situation, process or material that could potentially ignite and sustain a fire.
Means of Escape	Safe routes provided in a building for occupants to exit during a fire, including corridors, stairways, and emergency exits.
Escape Lighting (Emergency Lighting)	Lighting provides to illuminate escape routes and exits during a power failure.
Personal Emergency Evacuation Plan (PEEP)	A tailored evacuation plan designed to assist an individual with disabilities or limited mobility in safely exiting a building during a fire
Evacuation Chair	A device used to assist individuals with limited mobility during an emergency evacuation.
Fire Assembly Point	A pre-designated safe area where building occupants can gather after evacuating during a fire emergency.
Fire Drill	A practised exercise to simulate fire conditions, testing the evacuation procedures and preparedness.
Fire Extinguisher Ratings	A classification system indicating the types of fires an extinguisher can combat
Fire Safety Culture	The attitudes, behaviours and practices of individuals and organisations in prioritising and maintaining fire safety.

Fire Safety Logbook	A document used to record fire safety related activities, such as equipment inspections, fire drills, fire alarm servicing, inspection, and tests.
Fireman's Box (Red Box or Premises Information Box)	Provides essential details about the building layout, utility shut off points, fire safety systems, and hazards (dangerous substances, structural weaknesses) to aid firefighting operations. A critical resource for firefighters during emergencies.

## 7.0 Key Compliance considerations

Fire doors must be tested according to either BS 476-22 1987 Fire Tests on Building Materials and Structures – Methods for determination of fire resistance of non-loadbearing elements of construction or BS EN 1634-1:2014 +A1:2018 Fire Resistance and Smoke Control Tests for Door and Shutter Assemblies, Openable Windows, and Elements of Building Hardware - Fire Resistance Tests for Doors and Shutters assemblies to ensure that they meet resistance standards. This rating is determined by the time the doors can withstand fire under test conditions, including resistance to flames, heat, and smoke. The doors must also have appropriate seals (intumescent and smoke seals) with certified hardware (door closures, latches, and hinges) all of which must be compatible with the fire door.

Where Cladding is used in the construction, refurbishment, and restoration of buildings the material used must achieve Class A2-s1, d0 or Class A1 under European Reaction to Fire Standards EN 13501-1. Class A1 materials are non-combustible and have the highest level of fire resistance. These materials do not contribute to the fire in any stage, including during development. Class 2 materials are limited combustibility products. They contain small amounts of combustible materials but are designed to minimise their contribution to fire spread.

When fire risk assessments are carried out, they must be undertaken by a competent fire risk assessor as outlined by the British Standard Institute (BSI) who have introduced BS 8674: Built Environment- Framework for Competence of Individual Fire Risk Assessors – Code of Practice. This standard outlines the competence criteria for individuals conducting general fire risk assessments in occupied buildings constructed with conventional materials and systems to safeguard building occupants.

## 8.0 Level of Risk

BBC is committed to ensuring that all fire risks within all buildings owned, managed, or maintained by the Council are properly managed and controlled so that they will not present a risk to employees, tenants, contractors, or members of the public.

Any **employee, administrator, contractor, or sub-contractor to BBC found** to be deliberately contravening this policy will be subject to disciplinary action and, where appropriate, legal action by the HSE and or the HHSRS Enforcement Team.

## **9.0 Responsibilities and Duty Holders**

**The Chief Executive** has ultimate responsibility for ensuring compliance with this Policy and for providing the necessary resources.

The Chief Executive is the responsible person and will ensure that the Deputy CEO, Executives Directors and Director and Heads of Service comply with their individual duties and responsibilities to implement the requirements of this Policy within their Departments / Service Areas and will hold them accountable for achieving this.

**Heads of Service** will be responsible to Chief Officer for applying this Policy and monitoring its effectiveness. Within their area of responsibility, they will ensure standards of fire prevention are enforced by managers and supervisors, their teams complete the mandatory fire safety training and do not interfere with any life safety systems or equipment.

**Managers and supervisors** will be responsible to the Head of Service for applying this Policy and monitoring its effectiveness. Within their responsibility they will ensure standards of fire prevention are enforced by employees.

**All Employees** must co-operate with BBC (as their employer) by complying with all instructions given to them with regards to fire safety. Failure to comply with such instructions may lead to disciplinary action being taken. Employees must also report any observed shortcomings in fire safety precautions to their manager/supervisor immediately.

### **Head of Health, Safety, Compliance and Emergency Planning**

The Head of Health, Safety, Compliance and Emergency Planning will act as the 'competent person' for Broxtowe Borough Council on all matters relating to Fire Safety and will provide assurance to GMT that this policy and the supporting procedures are being implemented effectively.

### **Head of Asset Management and Development**

Fire risk assessments will be organised and coordinated by the Head of Asset Management and Development through our appointed competent contractor whose services will have been procured through a nationally recognised framework or Joint Contracts Tribunal (JCT) Joint Fire Code, which is more aligned to renovation works, demolition, refurbishment, repair work, alterations, and civil engineering works.

Fire safety deficiencies needing to be rectified will be entered into an action plan. A report will be produced from the action plan for the responsible person for the building to implement and progress to resolve all actions will be monitored and reviewed by the Health and Safety Sub Committee.

An annual report relating to fire risks at Broxtowe Borough Council premises will be submitted to the Health and Safety Committee by the Head of Health, Safety, Compliance and Emergency Planning.

## **Persons Responsible for Commissioning Works**

BBC acknowledges the critical roles of teams involved in the commissioning of works in ensuring fire safety compliance. The following teams – Modernisations, Economic Development and Regeneration Team, and Capital Works Team play a key role in delivering projects that are subject to the Construction (Design and Management) Regulations 2015 (CDM). These Teams are responsible for but not limited to: -

- Ensuring that fire safety is a core consideration during the design, planning execution and completion of all projects, including public spaces and community buildings.
- Ensuring that fire safety provisions are designed, installed, and commissioned in line with BS 9999 and BS 7974.
- Consulting with BBC's competent person to review fire safety measures during project planning and implementation stages.
- Adhering to the legal standards for fire and the Building Regulations 2010 (as amended), particularly in relation to fire safety provisions.
- Engage and collaborate with internal teams in Asset Management and Development, Health, Safety, Compliance and Emergency Planning and any third-party contractor engaged in the provision of Fire Risk Assessments or the creation of fire strategy documents.
- Maintain oversight of contractors to ensure that fire safety responsibilities are discharged correctly.

## **CDM-Specific Responsibilities**

Under CDM all teams involved in commissioning works must: -

- Ensure that the appointed designers and contractors are competent and understand fire safety obligations.
- Provide pre-construction information pack that includes fire safety requirement for the project.
- Ensure risks are assessed and mitigated during the design stage.
- Ensure that the contractors provide fire safety documentation, such as fire strategies, evacuation plans and Operation and Maintenance (O&M) manuals

## **Broxtowe Borough Council as an Employer**

- Ensure fire risk assessments are conducted and regularly reviewed for all BBC owned and managed workplaces in line with the property risk profile
- Maintain appropriate fire detection and alarm systems.
- Provide fire safety training for all staff.
- Ensure that there are enough trained fire wardens and chief fire wardens.

## Borough Council as a Landlord

BBC has additional duties as a landlord and social housing provider:

- **Fire Risk Assessment & Management:** Conduct and regularly review fire risk assessments for all residential properties with communal areas, ensuring compliance with the Fire Safety Act 2021. Fire risk assessments will be conducted using an appropriate methodology in accordance with local/national guidance and incorporate an action plan of measures to improve or maintain the current level of fire safety.
- **Protect Lives and Property:** Minimise the risk of fire to tenants, leaseholders, employees, and visitors in residential and communal areas.
- **Define Responsibilities:** To outline the roles and responsibilities of the landlord (BBC), tenants, and employees regarding fire safety.
- **Building Design and Maintenance:** Ensure fire doors, smoke alarms, emergency lighting, fire extinguishers and other fire safety measures are regularly inspected and maintained. Ensure that building materials meet fire safety standards.
- **Communication with Tenants:** Provide tenants with information on fire safety, including evacuation procedures and safe use of appliances.
- **Tenant Engagement:** Actively engage with tenants to identify and mitigate potential fire risks and identify vulnerable residents (those with disabilities or limited mobility) who will benefit from a personal emergency evacuation plan (PEEP).
- **Accountability and Reporting:** Establish a process for reporting and investigating fire incidents.
- **Emergency Preparedness:** Provide fire safety equipment such as alarms, extinguishers, and emergency lighting. Developing and communicating clear fire evacuation plans. Ensure employees and tenants are trained in what to do in case of fire.
- **Continuous Improvement:** Regularly reviewing and updating fire safety policy, procedures and fire safety management plan and ensuring that the competent person stays informed about changes in fire safety legislation and best practice. The fire risk assessment will be reviewed at a period specified by the initial fire risk assessment or sooner where significant change or modification has occurred to the premises or a significant change to its occupancy or use.

## **10.0 Tenants and Leaseholder Responsibilities**

Tenants and Leaseholders also have responsibilities for fire safety, including:

- Ensuring their property is free from hazards that could increase fire risks (e.g., hoarding, overloading electrical outlets, obstructing emergency exits and stairwells).
- Testing smoke alarms within their individual flats monthly and reporting any faults to the BBC.
- Complying with tenancy agreements regarding fire safety, such as not tampering with fire safety equipment.

### **Liberty Leisure Responsibilities**

Liberty Leisure Limited is a TECKAL Company, owned outright by Broxtowe Borough Council.

Liberty Leisure Limited operates from the following sites.

- Bramcote Leisure Centre
- Chilwell Olympia Leisure Centre

Because of the above TECKAL arrangements the appointed Managing Director of Liberty Leisure Limited will.

- Act as statutory 'Responsible Person' as defined in the Regulatory Reform (Fire Safety) Order 2005 and will through L Leisure Limited's management structure, take all reasonable steps to protect employees and others persons likely to be affected by the risks of fire.
- Create a local policy for Fire Safety Management across all of L Leisure Limited's undertakings (as identified above).
- Ensure that the local policy is effectively implemented and that adequate resources are made available to achieve this.
- Ensure that all L Leisure Managers and Supervisors are familiar with the policy and effectively implement it within their area(s) of responsibility.
- Appoint Managers to take day-to-day responsibility and accountability for controlling any identified risks from fire.
- Ensuring that all Managers, their deputies, and any relevant employees who have essential roles in fire safety management have received 'suitable and sufficient' training in order to discharge their duties and responsibilities effectively.
- Report any failings or non-compliances immediately to the competent person at BBC
- In the case of Chilwell Olympia work closely with the building owners and their nominated responsible and competent persons.

## 11.0 Fire Risk Management

### Risk Assessments

- Conduct risk assessments for all BBC properties on a risk based periodic timescale or sooner if significant changes occur.
- Ensure assessments are carried out by qualified professionals BS 8674.
- Comply with PAS 79-2:2020 Fire Risk Assessment for Housing Premises.
- Comply with PAS 79-1:2020 Fire Risk Assessment for Non-Housing Premises (commercial buildings, industrial premises and other non-residential buildings)
- Comply with PAS 9980:2022 Fire Risk Appraisal of External Walls (FRAEW) intended for use on existing residential buildings of any height, but particularly focuses on multi-storey buildings.

### Testing, Inspections and Maintenance

- Regularly inspect communal areas to ensure fire safety compliance.
- Maintain accurate records of all inspections, servicing, and repairs.
- Routine testing, inspection and periodic preventative maintenance of all fire detection / alarm / warning systems will be carried out, including testing / inspection of emergency lighting (where installed), fire precautions (including fire doors and shutters) and any fire extinguishing appliances, e.g. blankets, fire extinguishers, misting systems etc. Details of any such testing must be recorded in the on-site fire logbook located in the Red Box and inputted to the asset management system (Open Housing).

### Emergency Procedures

- Develop and communicate clear evacuation plans for all BBC properties.
- Ensure all communal areas have adequate signage and emergency lighting.

### Training and Awareness

- Provide fire safety training for BBC employees, contractors, and housing officers.
- Deliver fire safety awareness campaigns for tenants.

### Monitoring and Review

- The policy will be reviewed triennially or following legislative changes.
- Fire safety performance will be monitored through audits, tenant feedback, and incident analysis.
- The Health and Safety Sub – Committee will monitor the progress of externally commissioned FRA's and the corresponding actions.

### Accountability and Reporting

- BBC Housing, Asset Management and Development, Health and Safety, and Building Safety, Estate Services and Neighbourhood teams are responsible for implementing this policy.
- Building Safety, Estate Services and Neighbourhood teams play a key role in reporting fire safety issues when visiting the buildings, BBC manage, as they carry out inspections of our buildings on a regular basis. Our Estate Services contractors share this responsibility too, and they are expected to make sure communal areas are kept clear by removing and disposing of items on their visits.

- The General Management Team (GMT) and Senior Management Team (SMT) will ensure sufficient resources are allocated to meet fire safety obligations.
- All have a duty to report acts of vandalism or discharge of extinguishers.
- The Housing Improvement Board (HIB) and the Health and Safety Sub Committee will monitor progress against actions that have arisen from the Fire Risk Assessments to ensure timely completion and progress is being made.

### **Contractors**

- Comply with any local fire safety arrangements and procedures that are in place.
- Ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures.
- Not block or obstruct fire escape routes and thoroughfares.
- Only work in accordance with their written / verbal work instruction.
- Obtain a 'permit to work' when hot works are required and maintain a continuous fire watch during the hot works process and for at least 60min after completion.

## **12.0 Accessing Information**

BBC will ensure that all current Fire information is available for our directly managed housing stock.

This includes:

Fire Policy  
Fire Evacuation Arrangements  
Fire Risk Assessments

The relevant responsible person(s) or appointed responsible person must be satisfied that the information in relation to residual fire risk is known and understood by employees, contractors and sub-contractors doing the work on our sites.

Relevant information from the fire risk assessments will be provided to contractors and sub-contractors prior to any works starting on site to ensure that appropriate precautions are taken.

## **13.0 Monitoring and Continuous Improvement**

All fire risk assessment actions will be reviewed and monitored by the Health and Safety Sub Committee on a fortnightly basis until such time as all the remedial actions are completed.

The Health, Safety, Compliance and Emergency Planning Team will monitor the implementation of and compliance with this policy, along with fire action performance indicators, and any significant issues arising.



Health and safety auditing arrangements are in place, which include compliance with this policy and associated procedures. Audits and reviews provide data reflecting the effectiveness of this policy and identify opportunities to achieve continual improvement in the management of fire risk and fire risk assessments across our housing portfolio and within its operational buildings.

The residual property risk associated with our stock will be recorded and monitored through the use of software systems Capita and RiskHub.

### **13.1 Record Keeping**

BBC will keep a record of the information, instruction, and training given to all employees and we expect that our contractors and sub-contractors will share details of training for their employees who are engaged in work on our premises. Fire evacuations, alarm tests and all service and maintenance history for each property will be retained for a period of 7 years. Open Housing will be the primary system for recording all data in relation to installations and fire safety equipment.

### **13.2 Incidents**

All fire related incidents and near misses must be reported to the Health, Safety, Compliance and Emergency Planning Team, Housing, and the Head of Asset Management, with either team updating the other on notification.

Notification will be by the incident reporting form and send via email to [Health.Safety@broxtowe.gov.uk](mailto:Health.Safety@broxtowe.gov.uk). An investigation will commence as soon as practicable following notification.

If the incident involves multiple properties, the entire affected area must be cordoned off and entry prohibited until Fire and Rescue services deem the property structurally safe to be entered. Residents who are displaced because of the fire will be provided with temporary accommodation, when they are unable to stay with friends or family. The Capital Work/Modernisations team will organise for urgent works to take place to restore the property(s).

### **13.3 Repairs**

When carrying out repairs and maintenance work to restore a property after fire and water damage Asset and Development will organise and manage Structural repairs, Electrical and Plumbing work, and interior repairs and decoration.

### **13.4 Planned Projects and Capital Works**

When undertaking any planned maintenance, we will ensure:

- That where hot works are required the necessary permits will be completed and monitoring arrangements will be implemented.

- Our Insurers will be notified of any planned hot works.
- Only competent contractors will be engaged in hot works.

## **14.0 Equality, Diversity, and Inclusion**

The safety of our residents, employees, contractors, sub-contractors, and members of the public is of the utmost importance. This policy has been written to protect all concerned considering all protected characteristics. We will ensure that relevant information is communicated in an accessible and understandable way with the aim of keeping residents and those working for us or on our behalf safe. This Policy has direct and positive equality and diversity impacts.

## **15.0 Communications and Consultation**

A controlled version of this policy is published on our website – accessible to the public. It is also published on our intranet along with relevant procedures, accessible to our employees.

The Health, Safety, Compliance and Emergency Planning Team, alongside the Asset Management Team and Housing Team will liaise with all relevant teams and ensure this policy and any procedures which implement it is clearly communicated.

New tenants will be given fire safety information at sign-up and provided with a Fire Safety Leaflet that gives advice and basic precautions. This leaflet will be available on the website along with further fire safety information.

BBC may also provide fires safety advice in various ways, including reminders on our website and specific advice following a property survey, or an alteration request.

In the formation of this policy we consulted with staff, through our Health and Safety Committee, our General Management Team (GMT) and our Senior Management Team (SMT).

Subsequent reviews will be checked for change and accuracy prior to being reapproved and will include: -

- the effectiveness of the fire safety policy
- training provided to employees and information provided to residents and contractors.
- records of all fire incidents and review any learning.
- changes to legislation, best practice, guidance, or recommendations from reviews