



Building & Fire Safety Policy

Policy Number 03

Policy Reviewed on:

Next Review Date:

Signed:

Head of Housing & Property Services

*Policy to be read in conjunction with LRHS Health & Safety Policy

1. Purpose of Policy

This policy is relevant to Littlehampton & Rustington Housing Society Ltd Property Management Services and the staff within the Estates Team.

1.1. This policy sets out how LRHS will meet its key statutory obligations in relation to Fire Safety in accordance with The Regulatory Reform (Fire Safety) Order 2005, The Fire Safety Act 2021, The Fire Safety (England) Regulations 2022, The Building Safety Act 2022 and The Housing Act 2004.

2. Policy Objectives and Scope

2.1. The key objective of this policy is to ensure that LRHS Board, staff, partners and tenants are clear on our legal and regulatory obligations.

2.2. This policy applies to all LRHS employees, tenants, contractors and other persons or stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by our activities or services. Adherence to the policy is mandatory.

3. Legal/Regulatory Framework

3.1. We will comply with the following fire safety related legislation:

- The Health & Safety at Work, etc Act 1974 – LRHS has a duty under the health and safety at work act to provide safe places to work for all its employees.
- Regulatory Reform (Fire Safety) Order 2005 (The FSO) – applies to all premises other than single residential dwellings. Applies to common parts of blocks of flats and schemes.
- The Fire Safety Act 2021 (FSA) – amends the Fire Safety Order to clarify that in buildings with two or more domestic premises, the FSO applies to
 - 1) the structure and external walls of the building and
 - 2) all doors between domestic premises and the common parts (e.g. flat entrance doors).The Fire Risk Assessments (FRAs) to take into account structure, external walls and doors.
- The Fire Safety (England) Regulations 2022 (FSE) – additional requirements for fire safety measures in blocks of flats (particularly of at least 18m in height or seven storeys)
- The Building Safety Act 2022 (BSA) ensure residents have fire language, safety information that they can understand; cooperation in place between persons responsible under fire safety legislation; continual record maintained throughout the building's life of fire safety information.
- The Smoke and Carbon Monoxide (Amendments) Regulations 2022

3.2. Article 3 of the Regulatory Reform (Fire Safety) Order 2005 defines the CEO and/or Head of Housing & Property Services who has a duty to take to take fire safety precautions as described in articles 8-22 of the order and any other precautions/duties as described under the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022.

3.3. LRHS must ensure compliance with all the requirements of the Regulator of Social Housing's (RSH) regulatory framework and Consumer Standards for social housing in England. The delivery of this policy will ensure compliance with the relevant standards, and adherence to health and safety under the Quality and Safety criteria being key.

4. LRHS Policy Position

4.1. In order to achieve high standards of safety in respect of fire safety, we will do the following:

4.1.1. This Policy confirms LRHS Limited (governed by the Actions of its Board) is the Accountable Person/Principal Accountable Person under the Building Safety Act.

4.1.2. LRHS Limited (as the Accountable Person/Principal Accountable Person) is taking reasonable steps to prevent building safety risks happening within our buildings, and to mitigate risks when found.

4.1.3. LRHS defines Higher Risk buildings applicable to the Building Safety Act as those buildings that are at least 7 storeys and/or at least 18 metres in height, as defined within scope Part 4 of the Act.

4.1.4. LRHS will comply with the FSE through ensuring that the following items are in place on all applicable residential buildings:

- Wayfinding Signage
- Lifts and Fire Fighting Equipment
- Floor and Building Plans
- Design and materials of external walls
- Secure Information boxes
- Fire Door Checks
- Information to residents on fire safety and fire doors

4.1.5. Fire Risk Assessments undertaken will be completed in accordance with the FSA to review the structure and external walls of the building and all doors between domestic premises and the common parts.

4.1.6. To plan and implement Fire Risk Appraisal for External Walls (FRAEW) inspections for all blocks of flats as appropriate from known risks and actions from FRA regime. Regulatory Reform (Fire Safety) Order 2005 (The FSO)

4.2. Under the FSO, we will ensure the appropriate type of Fire Risk Assessments (FRAs) are undertaken by competent fire safety consultants on a periodic basis based upon the 'block fire risk category'.

4.3. LRHS will operate robust processes for the capture and management of any follow-up works required following the completion of a FRA. Open actions will be reported by priority, target timescales (recommended by Fire Risk Assessors and status (overdue / in target).

4.4. Inspect and maintain all firefighting and fire safety equipment in accordance with manufacturers' guidance and/or best practice.

4.5. Maintain and complete FRA's for all communal areas of all blocks of flats and schemes.

4.6. To facilitate FRA remedial works to be completed in tenants' homes, we shall follow LRHS' Access Procedure

4.7. The Smoke and Carbon Monoxide (Amendments) Regulations 2022 require LRHS to ensure at least one smoke alarm is equipped on each storey of a domestic property where there is a room used as living accommodation. To repair or replace each detector once informed and found to be faulty. Smoke alarms to be compliant with BS 5839- 6.

4.8. LRHS will inspect each alarm unit whilst undertaking the annual gas safety checks, when carrying out the 5 yearly Home Condition Survey and/or 5 yearly electrical testing programs. The checking and fitting of suitable smoke alarms must be carried out at void stage, before letting of a new tenancy.

5. Responsibility

5.1. LRHS Board will have overall governance responsibility for this policy and its implementation.

5.2. The Head of Housing & Property Services has strategic responsibility for the management of fire safety and ensuring compliance is achieved and maintained. They will oversee the implementation of the Fire Safety Policy, and ensure it is regularly updated.

5.3. LRHS shall be the Responsible Person as defined by the Fire Safety (England) Regulations 2022.

6. Definitions

6.1. Access to tenants' homes shall be undertaken in accordance with LRHS Access Procedure

6.2. Court proceedings or controlled access will be used as remedies to obtain access to homes to carry out the fire safety works

7. Key controls and Reporting

7.1. In order to have assurance that the policy is operating effectively in practice, LRHS Board and Executive Team will receive regular updates relating to fire safety KPIs including FRAs not completed or out of date, block risk levels, progress on FRA actions, fire safety systems testing and inspecting compliance, fire door inspections, smoke and CO detectors, fire safety training and drills, inspections by Enforcing Authorities and Enforcement Action taken by Authorities. They will also be notified of any non-compliance issue identified

8. Competency

8.1. We shall appoint fire safety consultants and fire safety contractors that are suitably qualified and experienced.

8.2. The Compliance Lead (Fire and Asbestos) shall be appropriately qualified (e.g. Level 4 VRQ Diploma in Asset and Building Management Compliance).

8.3. The Building Safety Lead shall be appropriately qualified with Level 4 Fire Safety Management Course. In the absence of appropriate qualifications relevant external expertise will be in place to advise, support, and sign off decisions.

9. Contract Management

9.1. We will operate robust and effective contract management principles and processes to ensure that any contractors or other organisations who are delivering relevant services are operating in accordance with this policy.

10. Checks and Audits

10.1. A core asset register of all properties that require a fire risk assessment will be maintained and used to manage the programme by the Estate team.

10.2. Accurate records will be held against all properties we own and manage fire safety equipment and undertake FRAs.

10.3. Tenants profile information within the housing database will be used to assess tenants risk relating to undertaking person centric fire risk assessments plus evacuation plans.

11 Equality and Diversity

11.1. LRHS will ensure that this policy is applied fairly to all its tenants and employees and will not directly or indirectly discriminate against any person or group of people because of their race, religion, gender, marital status, sexual orientation, disability, or other grounds set out in LRHS Policy.