

FIRE SAFETY POLICY

January 2017

Approved by MC: 17/1/17

Review date: January 2019

1. STATEMENT OF INTENT

- 1.1 Quadrant Brownswood Tenant Co-op (QBTC) is committed to protecting the health, safety and welfare of our partners, contractors, customers, and members of the public.
- 1.2 The Fire Safety Policy sets out how we will, for properties we manage, protect these individuals and the environment from the risks posed by fire so far as is reasonably practicable.
- 1.3 This will be achieved by:
- Appointing a competent fire risk assessor to maintain a rolling programme of fire risk assessments for QBTC properties with communal escape routes.
 - Maintaining a programme of estate inspections to identify, manage or remove potential fire hazards on estates.
 - Reviewing the recommendations identified in the fire risk assessment (FRA) reports and closing out the recommendations through planned programmes of work or repairs.
 - Working in partnership with representatives from the London Fire Brigade to create a safer place to live and work.
 - Appointing competent contractors to complete fire safety works.
 - Providing and maintaining fire protection such as detection and alarm systems and escape lighting as appropriate.
 - Ensuring front entrance doors which open onto communal egress provide adequate fire protection.
 - Providing hard wired smoke detection when re-wiring domestic premises.
 - Maintaining a programme of electrical testing and maintenance for domestic premises and communal electrical installations.
 - Investigating fire incidents and introducing controls to reduce the risk of incidents recurring.
 - Providing customers with information about fire safety.

2. RELEVANCE

- 2.1 This policy applies to the Management Committee and other relevant persons such as contractors.

3. CONNECTED DOCUMENTS

- 3.1 Regulatory Reform (Fire Safety) Order 2005

The Health and Safety at Work Act 1974

Housing Act 2004

Building Regulations 2010, Part B Fire Safety

CLG Guidance – Fire Safety In Offices and Shops

CLG Guidance – Fire Safety in Purpose Built Blocks of Flats

4. DEFINITIONS

- 4.1 Fire risk assessment – the identification of fire risks and hazards, taking account of who may be especially at risk and how the risks can be eliminated or reduced so far as is reasonably practicable.
- 4.2 FD30s door – a door that is fire resistant for 30 minute that also has smoke seals around edges to prevent the spread of smoke.
- 4.3 Emergency lighting – lighting provided to illuminate escape routes that will function if normal lighting fails.
- 4.4 Escape routes – routes that provided to ensure the safe egress from a block of flats or other locations to a place of complete safety

5. RESPONSIBILITIES

5.1 The Management Committee

The Management Committee have overall responsibility for the health, safety and welfare of all tenants and anyone else who could be affected by QBTC activities. This responsibility includes providing active leadership and direction for health and safety. They are also responsible for making sure that:

- Effective arrangements are in place to manage fire risk.
- Adequate resources are available to manage fire risk.
- Monitor the implementation of the Fire Safety Policy and Procedure in areas under their control.
- Review periodically the effectiveness of fire safety arrangements.

The Management Committee can delegate the responsibility for the day to day management of this to a managing agent or employees.

5.2 Managing Agent

The Managing agent, in fulfilling delegated responsibilities, is expected to:

- Request adequate resources to manage fire safety and fire safety awareness training.
- Ensure fire safety responsibilities are properly assigned and accepted at all levels.
- Employ competent fire risk management advice where necessary to advise the Co-op.
- Report serious fire risk management matters and actions to the Management Committee as appropriate.
- Implement the Fire Safety Policy and procedures.
- Advise the Management Committee to appoint competent contractors to complete fire protection works and planned maintenance.
- Raise any concerns about fire safety to the Management Committee.

5.3 Project Managers – as appointed by the Management Committee

Project Managers as appointed by the Management Committee are accountable for ensuring compliance with this policy and disclosing in a timely manner any compliance failures. They are expected to:

- Review the FRA reports prior to all planned works to assess available information.
- Ensure Principal Contractors review FRA reports and manage the impact of planned works upon fire safety.
- Provide the Principal Contractor with a copy of the Fire Safety Policy and copies of all relevant FRA reports.
- Review FRA report recommendations and arrange for work to be completed or programmed as appropriate.
- Appoint competent contractors to complete fire safety works.
- Complete estate inspections and make arrangements to reduce the risks arising from fire safety hazards.

- Attend fire safety awareness training.
- Comply with the Fire Safety Policy and procedures.

6. THIRD PARTIES (DESIGNERS, CONTRACTORS, CDM ADVISORS)

6.1 Third parties appointed to provide services for QBTC should have their own fire safety policy and procedures together with other health and safety policies. Third parties are legally responsible for their own workforce and undertaking risk assessments to ensure that their work is carried out safely without putting others at risk. Third parties working on behalf of QBTC must comply with appropriate standards and regulations governing fire safety in their work activities.

7. MEASURES OF SUCCESS

7.1 The measure of success of this policy will be:

- No customers or members of the public are harmed by fire.

7.2 These measures will be quantified through:

- Timely close out of FRA report actions.
- Review of fire safety incidents.

☒ I/We have read and understand the QBTC Fire Safety Policy and agree to follow all policies and procedures as outlined.

☒ I/We understand that we are legally responsible for the co-op and for undertaking risk assessments to ensure that our work is carried out safely without putting others at risk.

☒ I/We also understand that QBTC must comply with appropriate standards and regulations governing fire safety in our co-op activities

Name Sarah Taylor

Position Secretary

Signed ST Taylor

Date 21-2-17