



<b>Issue details</b>	
<b>Title:</b>	<b>Fire Safety Policy for Housing</b>
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<b>Officer responsible:</b>	<b>Compliance &amp; Planned Works Service Manager</b>
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<b>History of most recent Policy Changes – Must be completed</b>			
<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Origin of Change e.g (Change in Legislation)</b>
06 December 2023	1-19	Updated to reflect current Legislation	Change in Legislation

**1 Previous Policies/Strategies**

Version 1.0

**2 Why has the Council introduced this Policy?**

This Fire Safety Policy details how East Devon District Council meets the requirements for Fire Safety under the Housing Act 2004, the Regulatory Reform (Fire Safety) Order 2005 (RRO), the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022. In addition to this the policy provides assurance that measures are in place to ensure compliance with these regulations and to identify, manage and/or mitigate risks associated with fire in properties owned or managed by East Devon District Council.

The Policy is relevant to residents, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon East Devon District Council to maintain a safe environment for residents and employees within the home of each resident and within all non-domestic (communal) premises or areas of buildings. East Devon District Council will follow a systematic approach to the management of Fire Safety to ensure it meets the requirements set out in the Regulatory Reform (Fire Safety) Order 2005 including all amendments and other relevant Legislation relating to the management of Fire Safety. This is to ensure the safety of residents, employees and members of the public.

### **3 What is the Council's Policy?**

#### **3.1 Scope**

This Fire Safety Policy covers the management of Fire Safety within East Devon District Council Housing Properties, including multi-occupied domestic premises with communal areas, community centres, district offices and HMO's. It specifically excludes all other properties to which East Devon District Council have responsibility (Property Services, Streetscene, Corporate Estates).

#### **3.2 Introduction**

East Devon District Council acknowledges and accepts its responsibilities with regard to the management of Fire Safety under the Housing Act 2004, the Regulatory Reform (Fire Safety) Order 2005 (RRO), the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022. This document sets out East Devon District Council's overall Policy relating to Fire Safety in their premises and describes the management of Fire Safety in line with the above Legislation.

#### **3.3 Policy Statement**

East Devon District Council have a duty of care to take all reasonable steps to prevent and control the risk from fire in all of the properties that it owns or manages.

East Devon District Council will maintain a Fire Safety Policy and will work with residents, Leaseholders, staff, contractors and the statutory enforcement bodies to agree and deliver legally compliant solutions to Fire Safety issues. In this regard we will:

- Implement our Fire Safety Policy by empowering nominated staff with specific responsibilities and duties.
- Ensure that all nominated staff receive the appropriate training and resources required to fulfil their statutory responsibilities/duties under Fire Safety Legislation.
- Ensure that prompt remedial action is taken to safeguard persons in properties where there is a serious risk from fire.

East Devon District Council aims to provide a safe environment in which our residents are assured that the risk of injury or damage to their homes caused by fires is minimised.

East Devon District Council will foster and maintain good working relationships with partners and contractors to help ensure the ongoing safety of our residents; this includes Devon & Somerset Fire & Rescue Service (DSFRS).

In aiming to deliver this safe environment we will seek to identify, assess and reduce risks to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant Fire Safety Legislation.

In discharging our obligations to Fire Safety we will:

- Carry out our Fire Risk Assessments (FRA's) in accordance with the Regulatory Reform (Fire Safety) Order 2005 and The Fire Safety Act 2021 using suitably qualified persons.
- Carry out monthly 'in-house' visual Fire Safety risk checks of communal areas of all blocks of flats.
- Act appropriately on any actions or recommendations identified in the Fire Risk Assessments.
- Employ suitably qualified and competent contractors to carry out any Fire Safety related works identified in the Fire Risk Assessments.
- Ensure there are sufficient measures in place to prevent the spread of fire.
- Ensure all communal means of escape are clear and free of any obstructions which may affect the ability to escape safely in the event of a fire.
- Ensure all fire doors are inspected periodically in line with the Fire Safety (England) Regulations 2022 and any repairs/replacements are carried out to ensure the fire doors are compliant and fit for purpose.
- Ensure all electrical installations within individual properties and communal areas are inspected on a 5-year cycle and any unsatisfactory installations are addressed urgently.
- Ensure all gas appliances within individual properties and communal areas are serviced annually.
- Ensure all fire prevention systems (fire alarms, smoke detectors, emergency lighting, dry risers and fire extinguishers) are correctly inspected and maintained.
- Ensure the appropriate fire strategy is in place at each multi-occupied residential premises and that the signage and fire emergency plans accurately reflect the fire strategy at each site.
- Provide residents and Leaseholders with advice and information about Fire Safety in newsletters; leaflets; posters in blocks and community centres; on our website; social media; the Resident Handbook and at tenancy visits.
- Notify Leaseholders of their responsibilities/duties to ensure that as 'Responsible Persons' they comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and The Fire Safety Act 2021.
- Identify and assist vulnerable residents/Leaseholders who may be a risk to both themselves and to others in the event of a fire, whilst being mindful of statutory obligations including the Equalities Act 2010 and the Regulatory Reform (Fire Safety) Order 2005 regarding the disabled, elderly and young persons.
- Ensure residents are aware of any Fire Safety improvement works.

This Policy is formally accepted by the Chief Executives. The Chief Executive will do all that is reasonably practicable to comply with its requirements, and will make the necessary resources available.

### **3.4 Policy development**

This Policy has been developed to allow East Devon District Council to comply with the following Legislation:

- The Regulatory Reform (Fire Safety) Order 2005.
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- The Housing Act 2004
- The Building Regulations Approved Document B 2019 (incorporating 2020 & 2022 amendments)
- Equality Act 2010
- The Health and Safety at Work Etc. Act 1974
- The Management of Health & Safety at Work (Amendment) Regulations 2006
- The Construction (Design & Management) Regulations 2015

### **3.5 Legislation**

#### **3.5.1 The Regulatory Reform (Fire Safety) Order 2005**

The main provisions of the FSO are to:

- Carry out periodic Fire Risk Assessments identifying any possible dangers and risks and create a work plan to address all actions and recommendations identified.
- Eliminate or reduce the risk from fire as far as is reasonably practicable and provide general fire precautions to deal with any remaining potential risks.
- Create a plan to deal with fire emergency and record any major findings and action taken.
- Review Fire Risk Assessments regularly, monitor the actions and recommendations, update and make any amendments where necessary.

The FSO applies to:

- The common parts of buildings containing flats and maisonettes
- The common parts of sheltered accommodation
- Offices, shops and factories
- Community halls and other community premises

The FSO does not apply to purely domestic premises occupied by a single-family group including individual flats, maisonettes, bedsits, or residential units themselves.

The Fire and Rescue Authority, have a statutory duty to enforce the requirements of the RRO. This can be by means of notification of deficiencies, formal enforcement notices, prohibition notices and/or ultimately by means of prosecution.

### **3.5.2 The Fire Safety Act 2021**

The Fire Safety Act 2021 clarifies the scope of the Fire Safety Order to make clear it applies to the structure, external walls (including cladding and balconies) and individual flat entrance doors between domestic premises and the common parts.

East Devon District Council, as the 'Responsible Person', will ensure these parts are considered when Fire Risk Assessments are carried out.

### **3.5.3 The Fire Safety (England) Regulations 2022**

The Fire Safety (England) Regulations 2022 implemented the majority of the recommendations made by the Grenfell Tower Inquiry in its Phase 1 report which required a change in the law.

The regulations seek to improve the Fire Safety of blocks of flats in ways which are practical, cost effective for individual Leaseholders and proportionate to the risk of fire.

The regulations came into force on 23 January 2023 and apply to multi-occupied residential buildings over 11 metres in height. East Devon District Council currently own one building falling within this category (Morgan Court, Exmouth). All other buildings fall outside this category.

East Devon District Council, as the Responsible Person, will:

- Undertake quarterly checks on all communal fire doors and annual checks on flat entrance doors at Morgan Court.
- Undertake, as a minimum, six monthly checks on all communal 'throughfare' fire doors and annual checks on flat entrance doors, cupboard doors and compartmentation hatches in all other all multi-occupied residential buildings.
- Provide residents in all multi-occupied properties with relevant Fire Safety information, including fire doors, every 12 months.
- Install and maintain a secure information box within the communal areas of all multi-occupied residential buildings and community centres.
- Prepare and keep up to date floor/building plans for all multi-occupied residential buildings and ensure a copy is stored within the secure information box at each site.

### **3.5.4 Housing Health and Safety Rating System (HHSRS) introduced under the Housing Act 2004**

The main provisions of the HHSRS are that:

- Any residential premises should provide a safe and healthy environment for any potential occupier or visitor and;
- To satisfy this principal, a dwelling should be designed, constructed and maintained with non-hazardous materials and should be free from both unnecessary and avoidable hazards;

- In relation to Fire Safety, the HHSRS applies to those matters which can properly be considered the responsibility of the owner (or landlord).

In relation to Fire Safety, the HHSRS does not apply to those elements of a dwelling for which responsibility lies with the user (the occupier) including fixtures and fittings (unless supplied by the landlord as a part of a furnished tenancy or where shared rooms are provided).

The Local Authority has a duty to act where category 1 or 2 hazards are found. They have a duty to enforce the requirements of the Act. This can be by means of informal notice to improve, formal enforcement notices, prohibition notices and/or ultimately by means of prosecution.

### **3.6 Roles and Responsibilities**

East Devon District Council, as the freehold owner of the premises which fall within the scope of the Regulatory Reform (Fire Safety) Order 2005, is the Responsible Person. The Responsible Person, acting as the employer on behalf of East Devon District Council, has a responsibility to support this Policy by ensuring sufficient allocation of resources including adequate funding, suitable and sufficient equipment, personnel, time and training. In the case of East Devon District Council the Employer is currently represented by the Chief Executive.

### **3.7 Responsibilities of Nominated Persons**

#### **3.7.1 The Chief Executive and Assistant Director of Tenancy Services**

The Chief Executive and Assistant Director of Tenancy Services are deemed to be the Responsible Persons and have a duty to ensure that East Devon District Council has a clearly defined and effective management system incorporating, planning, organisation, control, monitoring and review of the preventative and protective fire measures.

To fulfil the obligations and duties under the Order, the Responsible Person must appoint one or more competent persons.

The Responsible Person must ensure that the person\ s appointed are allocated sufficient time and resources to fulfil their duties under the Order.

A person is to be regarded as competent for the purposes of the Order where they have sufficient training and experience or knowledge and other qualities to enable them to undertake their duties.

EDDC have delegated/appointed the following roles as “nominated competent persons” for the purposes of the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety Act 2021, the Fire Safety (England Regulations) 2022 and this Policy:

### **3.7.2 Compliance and Planned Works Service Manager**

Senior Level Management of Fire Safety within EDDC and reporting directly to the Assistant Director of Tenancy Services and the Housing Review Board ensuring the following:

- EDDC fire related policies and procedures are in place and adhered to.
- Staff training.
- Ensuring all staff have received the appropriate Fire Safety training on induction and periodically thereafter in line with the training statement.
- To ensure that all contractors follow the principles as detailed below (Contractors).
- Ensure that, where reasonably practicable, fire stopping is carried out as part of void works within flats in an approved compliant manner
- Coordinating information awareness to residents.
- Fire Risk Assessments are undertaken by competent persons, on all properties requiring one and a review process is in place.
- Statutory maintenance contracts on fire prevention systems and fire doors are in place.
- External contractors and in-house works standards.
- To monitor that the statutory annual maintenance to all fixed and portable fire systems have been procured and completed at the appropriate times and records kept for those buildings which we have control.
- To ensure that where repairs are undertaken on any structure or fire system that the repair does not compromise the existing level of Fire Safety compliance.
- That we monitor that the statutory annual maintenance to all fixed and portable fire systems have been procured and completed at the appropriate times and records kept (as it applies to the housing stock and corporate buildings under their control).
- That programmes are in place to deliver Fire Safety improvement works.

### **3.7.3 Tenancy Services Manager**

Has management responsibility for ensuring that:

- All estate and office staff have received the appropriate Fire Safety training on induction and periodically thereafter.
- Estate Management Officers and the Sheltered Mobile Support Officers, have a system in place to receive and act upon all Fire Risk Assessments and action plans relevant to their areas of control, that they are checked and actions to address issues are undertaken and recorded on the FRA action plans.
- Ensure that staff are undertaking monthly Fire Safety risk checks in communal areas and that these are recorded and action taken as required.

### **3.7.4 Assistant Director Housing Tenancy Services**

Management responsibility for ensuring that:

- A process is in place to ensure that allocation officers are assessing the suitability of housing residents above ground floor
- Allocations officers are able to provide re-housing advice to residents who live in properties above ground floor who can no longer self-evacuate in the event of a fire and wish to move to ground floor accommodation

### **3.7.5 Compliance & Planned works Service Manager**

Management responsibility for ensuring Fire Risk Assessments and reviews are conducted in accordance with the arrangements set out below. In particular:

- Ensuring that all staff have received the appropriate Fire Safety training on induction and periodically thereafter
- To monitor that the statutory annual maintenance to all fixed and portable fire systems have been procured and completed at the appropriate times and records kept for those buildings
- To ensure that where works are undertaken on any structure or fire system that the works do not compromise the existing level of Fire Safety compliance.
- To provide an annual statement of asset management compliance/risk to the Housing Review Board.

### **3.7.6 Responsive Repairs & Voids Service Manager**

This role includes:

- Ensuring all staff have received the appropriate Fire Safety training on induction and periodically thereafter in line with the training statement.
- To ensure that all contractors follow the principles as detailed below (Contractors).
- Ensure that, where reasonably practicable, fire stopping is carried out as part of void works within flats in an approved compliant manner

### **3.7.7 Compliance Surveyor (Building Safety)**

This role ensures:

- Maintenance of all fixed fire systems are in accordance with relevant British Standards (fire alarms, escape lighting, and firefighting equipment).
- All annual certificates are recorded on a central database and that copies are also held on those sites where a fire log book is located.



- All domestic fire detection systems are annually tested (and recorded) as part of the annual gas safety check, solid fuel service or through another contract.
- Managing the Fire Risk Assessment and review process.
- Undertaking FRA reviews in accordance with the agreed timescales based on risk
- Undertaking random quality control audits.
- Providing operational guidance and support to area based staff. To ensure that a system to monitor that the statutory annual maintenance to all fixed and portable fire systems have been procured and completed at the appropriate times and records kept.

### **3.7.8 Estate Management Officers and Mobile Support Officers –**

Responsibilities are:

- Ensuring good local community relations with the local Fire Service including invitations to local resident events and meetings.
- Ensuring that communal areas and means of escape are kept clear of obstructions and combustible materials at all times, including arranging removal and disposal and recharges where necessary.
- Ensuring waste and recycling bins are stored at a safe distance from external door and window openings and there are no significant accumulations of combustible materials.
- Ensure that any repairs identified via monthly Fire Safety risk checks, in particular defects to any Fire Safety equipment, fire doors, emergency lighting, fire related signage etc. are communicated to the Repairs or Compliance sections immediately.
- Identify breaches of tenancy where residents fail to comply with Fire Safety Policy i.e. where fire doors are propped open.
- Identify vulnerable residents during Tenancy Audits and site visits and offer Fire Safety visits from DSFRS if required. Any residents who reside in a block of flats and would be unable to evacuate without assistance in the event of a fire must be identified in the 'Fire Service Information' sheet which is to be kept in the secure information boxes.

### **3.7.9 Housing Allocations Officers & Devon Home Choice Officer:**

Responsibilities are:

- Ensuring that when allocating properties above ground floor level, all members of the household are able to self-evacuate in the event of a fire.
- Providing re-housing advice to residents who live in properties above ground floor who can no longer self-evacuate and wish to move to ground floor accommodation.

### **3.7.10 Employees**

Whilst at work in area offices or on site:

- Ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill.
- Co-operate with their managers and supervisors to ensure that a safe and healthy workplace is maintained.
- Report to their manager or supervisor any concerns about Fire Safety.
- Be familiar with all escape routes and exit doors.
- Not wedge/prop fire doors open, nor block or obstruct them.
- Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.
- Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained in the use of fire fighting appliances.

### **3.8 Record Keeping**

East Devon District Council will record and maintain a core asset register of all properties that require a Fire Risk Assessment and ensure that the Fire Risk Assessments are held in a central database or online portal where they can be accessed easily for review and monitoring.

East Devon District Council will establish and maintain a register against each property asset of any fire prevention, fire protection and fire-fighting equipment such as:

- Domestic smoke and CO detectors
- Communal smoke detectors
- Communal fire alarm and emergency lighting systems
- Dry riser
- Fire extinguishers and fire blankets
- Fire doors and fire rated services access hatches

East Devon District Council will establish and maintain accurate records of all completed testing, servicing and maintenance of the above equipment, including ensuring all certification is held on a central database.

East Devon District Council will retain and maintain accurate records of all fire stopping, fire compartmentation and fire door replacement works.

East Devon District Council will maintain an accurate record of communal area inspections carried out by the Estates Management/Sheltered Housing Teams.

### **3.9 Performance Management**

The following key performance indicators (KPI's) are reported to East Devon District Council's Leadership team & Housing Review Board:

#### Fire Risk Assessment:

- Number of blocks & communal areas with a valid Fire Risk Assessment (Yearly).
- Number of High and Medium (Actions) and Low (Recommendations) arising from Fire Risk Assessments.
- Number of fire doors with a valid inspection
- Number of communal fire doors with a valid inspection

#### Fire Protection Systems:

(NOTE: Only the 1 building within the scope of the Fire Safety (England) Regulations 2022 is reported):

- Number of domestic fire doors with a valid inspection (Yearly inspections)
- Number of communal fire doors with a valid inspection (Quarterly inspections)

### **3.10 Competent Persons**

East Devon District Council will ensure that the manager(s) with lead responsibility for operational delivery are appropriately qualified holding a recognised Fire Safety management qualification.

East Devon District Council will ensure that only suitably competent Approved Fire Safety Consultants and Contractors are procured and appointed to undertake Fire Risk Assessments, Fire Safety works, fire door and fire protection systems inspection, servicing repair and maintenance.

The operational team with responsibility for delivery will check the relevant accreditations for the work that they are carrying out as part of the due diligence checks carried out at the procurement of any new contract. These checks will be undertaken on an annual basis to ensure competency and training is up to date.

### **3.11 Training**

The manager(s) with lead responsibility for operational delivery will hold a relevant qualification in respect of Fire Safety compliance management.

Appropriate training will be provided as and where required to those employees who will be responsible for managing the programmes of Fire Risk Assessments and fire door inspections as part of their daily job and other employees within the Property & Asset Team.

### **3.12 Fire Safety Information**

#### **3.12.1 Information to staff**

Any questions or concerns in relation to Fire Safety should be directed to the Compliance and Planned Works Service Manager, the Compliance and Cyclical Servicing Manager or the Compliance Surveyor (Building Safety)

The Compliance Surveyor (Building Safety) shall ensure that an up-to-date copy of all Fire Risk Assessments is available in within the "Building Safety" folder on the "S" drive. In addition the folder will contain information on the relevant fire Legislation and all relevant guidance documents, the EDDC Fire management Policy and all fire related policies.

### **3.12.2 Information to residents**

Information on the Fire Risk Assessments for all buildings where the Regulatory Reform (Fire Safety) Order 2005 is applicable will be made available to residents upon request.

The Tenancy Services Manager shall ensure that residents with specific needs are identified and given appropriate information about the action to be taken in event of fire. In cases where the Tenancy Services Manager has a concern about the safety of a resident either due to their age or infirmity then contact should be made with Devon and Somerset Fire and Rescue Service to initiate a home safety check, provided that the resident is happy for them to attend.

### **3.12.3 Resident Fire Safety awareness**

This will generally take the form of:

- Fire Routine Notice (to all buildings except single dwellings not forming part of any form of flat arrangement)
- Leaflet information (on new tenancy and occasional leaflet drops)
- Annual letter to residents regarding fire doors and fire strategy as required by the Fire Safety (England) Regulations 2022
- Fire home safety checks where requested, delivered by Devon & Somerset Fire & Rescue Service
- Newsletters and social media
- As required by EDDC staff undertaking maintenance /general visits to individual residents
- Estate visits/Fire Safety risk checks.
- Community events

### **3.12.4 Fire Evacuation Plans**

EDDC have adopted site specific evacuation plans for all purpose built blocks of flats. In the majority of our premises, there is appropriate fire compartmentation between dwellings and escape routes, therefore a 'stay put' approach is deemed appropriate.

In premises where the fire compartmentation is deemed insufficient, the evacuation plan has been designed to allow for "full" evacuation immediately on notification of a fire alert unless otherwise stated. All residents and staff must refer to the appropriate Fire Action Notice on site, which details the correct evacuation strategy in place. EDDC regularly remind residents to ensure they

refer to the appropriate Fire Action Notice so they are aware of what to do in the event of discovering a fire.

### **3.13 Fire Fighting Equipment (provision & use)**

#### **3.13.1 Use of fire extinguishers**

As a general principle it is the expectation that all residents or staff upon finding a fire will raise the alarm and assist in the evacuation of the building. In normal circumstances it is not expected for non-trained staff, residents and members of the public to tackle a fire using a fire extinguisher.

The only people who should tackle a fire would be any “nominated” members of staff who have received additional practical training on the selection and use of fire extinguishers. It will be for their judgement to actually determine if the fire is safe to tackle or not.

#### **3.13.2 Residential accommodation**

It is not considered appropriate to provide fire extinguishers within the individual dwellings or the communal areas (corridors and staircases) of blocks of flats.

#### **3.13.3 Peripatetic trades staff – (gas fitters, plumbers, electricians, joiners etc.)**

Due to the nature of the processes carried out and the potential that as a result of the works being undertaken that a fire could be started. Contractors are expected to provide suitably trained staff with appropriate equipment for a safe system of work.

### **3.14 Fire Risk Assessments and reviews**

#### **3.14.1 Fire Risk Assessment (FRA)**

The Responsible Person is required to carry out a suitable and sufficient Assessment of the risks to relevant persons from fire, and that the significant findings of this Assessment are to be written down and, where deficiencies are noted, they are to be acted upon in a planned and organised manner.

The significant findings of the Assessment need to be fully accessible by the Responsible Person and the relevant persons as applicable.

The Fire Risk Assessment will be re-done/reviewed in accordance with this Policy and where there has been significant changes to the building in terms of either, its construction, processes used, or occupancy.

All FRA's and reviews will be commissioned by the Compliance & Planned works Service Manager and when completed, copies will be made available to the relevant area/office managers for distribution to the officers responsible for the respective units.

The RRO 2005 identifies EDDC as the Responsible Person and as such we have a duty to carry out an FRA in relevant premises and take reasonable steps to remove or reduce any risks that have been identified and act upon significant findings.

### **3.14.2 Fire Risk Assessor**

The Fire Risk Assessor will be a competent person who shall:

- Carry out the FRA inspections and provide a report for each premises
- Provide technical and expert advice and recommendations
- Ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021
- Are accredited to the BAFE SP205 scheme (Fire Risk Assessment Provider)

### **3.14.3 Review of Fire Risk Assessment**

Where no change has taken place, the original Assessment should be reviewed in accordance with the Policy to ensure that the building, management procedures and that testing /maintenance and training of staff remain adequate and compliant with all relevant Fire Safety Legislation. This review is to be organised by the Compliance Surveyor (Building Safety).

We will regularly review our Fire Risk Assessments, as follows:

- Premises over 11m in height – A new FRA will be carried out annually, after a fire or following any significant changes.
- Premises below 11m in height – A new FRA will be carried out at least every 2 years, after a fire or following any significant changes. An annual review will take place in between.

### **3.14.4 Review following a Fire**

A Fire Safety review/investigation of the building and in particular the dwelling will be conducted by Senior Managers with the support of the Compliance Surveyor (Building Safety) particularly after a significant fire. This will include any fire which has resulted in a fatality, serious injury or where the fire has spread from the room/area of origin.

The purpose of the review should be to determine any corporate failings, things that could be done better and what works are required to ensure compliance for the rest of the building.

### **3.14.5 Fire Risk Assessment Records**

Fire Risk Assessments will be available to residents and Leaseholders on request.

For internal use electronic copies will be retained within the Building Safety folder on the S/drive and eventually on the OneHousing/Civica system.

Our fire preventative measures are designed to protect people, property and assets against the loss of life, injury and damage caused by fire.

Wherever possible we will undertake measures to prevent the risk of fire, this will include:

- Ensuring that our communal escape routes and storage areas are kept clear and by carrying out enforcement where breaches occur.
- That staff are trained in order to identify and report any potential risks.
- That we provide good information and advice to existing and new residents and Leaseholders about how to reduce the risk of fires with the help of D&SFRS.
- That we provide leaflets and posters to highlight the risks of fires and how to help prevent them.
- Ensuring we identify and work with our more vulnerable residents who may be at greater risk should there be a fire.

### **3.15 Fire Protection**

#### **3.15.1 Evacuation routes and fire exits**

To ensure safe evacuation, routes will have adequate signage and be kept free of sources of ignition, flammable and combustible material and obstructions at all times. We will enforce this with residents where necessary by requesting clearance of common ways/means of escape. In blocks of flats, in-house checks will be carried out by the Estates/Sheltered Housing teams to identify and deal with such issues alongside those identified during cleaning and estate inspections.

Final exit doors will not be left open to ensure that security of the building is maintained. Inspections by the Estates/Sheltered Housing teams will be carried out to identify and deal with such issues.

#### **3.15.2 Fire Doors – common areas and resident/leaseholder doors**

Fire doors are designed to limit the spread of smoke and fire from the area/room of origin i.e. a flat in order to protect the means of escape. To be effective, they must be kept closed or locked at all times. Fire doors in common areas are checked periodically (3 monthly intervals at Morgan Court, at least 6 monthly intervals elsewhere) as part of an ongoing fire door maintenance contract and also visually during FRA's and by EDDC staff to ensure they are operating correctly and are not damaged.

Fire doors, including entrance doors to residents'/Leaseholders' flats, are designed to provide a minimum of 30 minutes fire and smoke resistance (FD30S). Doors should not be propped open, tampered with or compromised in any way, i.e. materials affixed to frame/door to prevent banging noises and/or cat flaps fitted.

Flat entrance fire doors, including Leaseholder fire doors, are inspected annually as part of an ongoing fire door maintenance contract and also by staff

during visits to ensure they are operating correctly, the self-closer mechanism is intact and working and the door is not damaged.

Any repairs to and replacements of fire doors are addressed either as part of the ongoing fire door maintenance contract, as a planned works project or as reactive work through our term-maintenance contractor.

### **3.15.3 Signage**

Appropriate Fire Safety signage is displayed throughout communal areas indicating the fire exits. Fire Action notices are also present in all communal areas. Fire doors are signed 'keep shut' or 'keep locked' as appropriate. Signs prohibiting smoking are affixed inside the block or at the entrance to each block. Signage is also displayed in communal areas prohibiting the storage of items in communal areas.

### **3.15.4 Smoke detection**

All our domestic properties are fitted with hard wired smoke detection to minimum LD3 standard. Upgrades to LD2 or LD1 standard are carried out as part of void works, electrical re-wires or as part of sheltered scheme alarm upgrades. All homes with combustion appliances present have Carbon Monoxide detectors fitted.

## **3.16 Maintenance**

EDDC shall ensure that all fire related systems are regularly serviced in accordance with the relevant British Standards where appropriate:

- Communal smoke detectors (tested weekly)
- Communal fire alarm systems (tested weekly, serviced 6 monthly)
- Emergency lighting (tested monthly, serviced annually)
- Fire extinguishers and fire blankets (inspected & serviced annually)
- Automatic Opening Vent (tested weekly, serviced 6 monthly)
- Dry Riser (inspected and serviced 6 monthly)
- PAT testing (annually)
- Access/egress controls (will be serviced annually)

All domestic smoke detection within EDDC properties will be annually inspected and tested. (This to be done as part of the annual gas safety, electrical check & Home Safeguard alarm tests). Any properties which are electrically heated will be covered by a separate fire protection systems maintenance contract.

All works carried out by contractors are inspected prior to works commencing, periodically during the works and upon completion to ensure that the works do not compromise any of the fire measures incorporated within the building or affect the ability of the occupants to evacuate safely in the event of a fire.

EDDC shall ensure the following installations are maintained in accordance with the relevant British Standards where appropriate:



- Gas installations are checked and serviced every 12 months
- Electrical installations are inspected every 5 years

Certificates are to be held on site (where appropriate) within the secure information box. Copies of these certificates will be held within EDDC compliance software to populate the Asset Register and advise the Compliance Surveyor of servicing requirements.

### **3.17 Testing of fire systems and the site log book**

Checks of active (fire alarms, communal smoke detectors, emergency escape lighting, firefighting equipment) systems are to be conducted at agreed appropriate times during normal hours and comply with relevant British or European Standards.

A Fire Safety log book will be kept at each site to record the details of all tests on passive and active preventative and protective measures, as well as inspections.

### **3.18 Contractors**

#### **3.18.1 Generally**

EDDC accepts that under the aforementioned Legislation, our contractors have a responsibility towards Fire Safety.

For all contracts of a substantial nature, the agreement or contract between the two parties will specify the Legislation and Fire Safety standards to which the contractor will be expected to comply with.

Where the appointed contractor employs five or more persons they should be asked for a copy of their own Fire Safety Policy.

All contractors will also be asked to supply their Risk Assessment, and Method Statement/s (RAMS) with respect to planned operations involving significant risks.

Under CDM 'dangerous works' should be identified in their Construction Phase Health & Safety Plan (CPHSP). An Assessment needs to be made in order to remove the risk.

EDDC will inform all contractors of any risks to their Fire Safety that may result from the activities of EDDC.

#### **3.18.2 During Works on Site**

EDDC will ensure the site is supervised by both the contractor's site/project manager and the nominated EDDC Surveyor to ensure that the Fire Safety standards expected under the contract Fire Risk Assessment and the relevant guidance are being complied with.

Any questionable practices should in the first instance be brought to the person in charge on site. Any works considered to be "dangerous" must be stopped immediately until the dangerous practice has been eliminated. The Compliance and Planned Works Service Manager should be notified of the incident and any remedial actions undertaken without delay.

### **3.18.3 Leaving the site (Both at the end of each day and end of works)**

Before leaving site, the contractor must ensure the fire protection to the building has not been compromised. Any breaches in compartmentation must be made good before leaving site, any signs removed must be replaced, all waste is to be removed and any slip/trip hazards eliminated. Any secondary damage caused by the works must be identified and made good to the required standards.

### **3.18.4 Audit and review**

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Policy:

- Number of fires recorded annually / number of fire related incidents.
- Cost of major fires (rebuild/repairs) to EDDC.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Number of FRA's undertaken and FRA Reviews undertaken within date.
- Percentage of staff up to date for with their relevant Fire Safety training.
- Blocks and Communal areas with a valid Fire Risk Assessment
- Actions arising from Fire Risk Assessments
- Number of fire doors with a valid inspection
- Number of communal fire doors with a valid inspection

All persons are to ensure that proper records are maintained and available on demand for inspection.

### **3.19 Enforcing authorities inspections, audits, general familiarisation**

Where arrangements have been made for audits to specific buildings, either by the enforcing authorities with a responsibility for fire i.e. the Fire Service or our Auditors, the Compliance & Planned Works Service Manager should be notified immediately with details of the planned audit.

Copies of all correspondence between either of the enforcing authorities received by EDDC should be copied immediately to the Property & Asset Manager.

### **3.20 Equality and Diversity**

EDDC will apply this Policy consistently and fairly, and will not discriminate against anyone on grounds of their racial or ethnic origin, disability, gender, religious belief, sexual identity, or any other relevant characteristic.

EDDC will make this Policy available in other languages and formats on request.

We will carry out an Equality Impact Assessment on this Policy, in line with our corporate procedure.

### **3.21 Monitoring and review**

We will monitor this Policy to ensure it meets good practice and current Legislation and will review it in accordance with our review timetable for all

policies. The Policy should be reviewed within 3 years from the date of approval, or sooner if Legislation changes.

### **3.22 Regulatory & Legislative Compliance**

The application of this Policy will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England.

## **4 Policy Administration**

### **4.1 Appendices and other relevant information**

None

### **4.2 Links related Policies/Strategies, Procedures and Legislation**

- The Regulatory Reform (Fire Safety) Order 2005:  
<https://www.legislation.gov.uk/ukxi/2005/1541/article/3/made>
- The Fire Safety Act 2021:  
<https://www.gov.uk/government/publications/fire-safety-act-2021>
- The Fire Safety (England) Regulations 2022:  
<https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>
- A guide for persons with duties under the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022:  
[https://assets.publishing.service.gov.uk/media/651567fe7c2c4a001395e180/14.310\\_HO\\_How\\_To\\_Guide\\_FINAL\\_RX\\_v04\\_.pdf](https://assets.publishing.service.gov.uk/media/651567fe7c2c4a001395e180/14.310_HO_How_To_Guide_FINAL_RX_v04_.pdf)
- Making your small block of flats safe from fire:  
<https://www.gov.uk/government/publications/making-your-small-block-of-flats-safe-from-fire>
- Fire safety in purpose-built blocks of flats:  
<https://www.gov.uk/government/publications/fire-safety-in-purpose-built-blocks-of-flats>

### **4.3 Standards**

- Consumer Standards (Home Standard)

### **4.4 Data Protection**

**b) The collection and use of resident's personal data will not exceed that agreed to in their tenancy agreement**

The [EDDC Data Protection Policy](#) provides further information on how we store and use personal information.

The following privacy notice(s) provide further information on how we will use resident's personal data, how it is gathered, and how long we will retain this information, and what rights residents have in relation to this.

Property and Assets - Completion of programmed, servicing and cyclical works

All our privacy notices can be found on the EDDC website (<https://eastdevon.gov.uk/access-to-information/data-protection/privacy-notices/>)

#### **4.5 Policy consultation**

Involved Residents & Housing Review Board

#### **4.6 Policy review**

December 2026 by the Compliance & Planned works Service Manager or sooner if Legislation changes.