



# POLICY DOCUMENT

## Fire Safety Management Policy

POLICY TITLE:	Fire Safety Management Policy
LEAD OFFICER:	Head of Building Safety
DATE APPROVED:	
APPROVED BY:	Board of St Leger Homes of Doncaster
IMPLEMENTATION DATE:	February 2025
DATE FOR NEXT REVIEW:	January 2028
ADDITIONAL GUIDANCE:	
TEAMS AFFECTED:	SLHD City of Doncaster Council
THIS POLICY REPLACES:	Fire Safety Management Policy v2.0

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## Document Control

### Revision History

Date of this revision:	January 2025
Date of next review:	January 2028
Responsible Officer:	Head of Building Safety

Version Number	Version Date	Author/Group commenting	Summary of Changes
1.0	June 2020	N/A	New policy drafted
1.1	October 2020	Director of Property Services	Minor amendments to section 1,2 and 9
2.0	January 2021	Board	Approved
2.1	January 2025	Head of Building Safety	Significant review of policy following legislative and structure changes. Consultation carried out with stakeholders.
3.0	February 2025	SLHD Board	Approved

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## Policy Creation and Review Checklist

Action	Responsible Officer	Date Completed
Best practice researched (House mark, HQN, Audit Commission, general websites)	Head of Building Safety Fire Safety Compliance Officer Building Safety Manager	October 2024
Review current practices from similar organisations	Head of Building Safety Health, Safety and Compliance Service Manager, Fire Safety Compliance Officer	October 2024
Review customer satisfaction data from the area the policy relates to	Not applicable	
Review Customer complaints from the area the policy relates to	Not applicable	
Undertake customer consultation if applicable	Not applicable	
Staff consultation if applicable	Head of Building Safety	October 2024
Trade Union consultation if applicable	Not applicable	
Stakeholder consultation if applicable	Building Safety Group One Voice Forum	November 2024
Equality Analysis carried out	Head of Building Safety Health, Safety and Compliance Manager	January 2025

NB. The above table must be completed on all occasions. The policy will not be accepted or approved by EMT without this information completed.

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## 1. Introduction

- 1.1 St Leger Homes of Doncaster (SLHD) provide a managed housing service on behalf of the City of Doncaster Council (CDC). SLHD is an Arm's Length Management Organisation (ALMO). CDC remain accountable for tenant fire safety as the registered landlord and provider of social housing and are responsible for ensuring SLHD fulfil its responsibilities to manage tenant fire safety on its behalf to ensure:
- Tenants feel safe in their homes.
  - The requirements of the Home Standard regulatory standard is discharged/met.
  - Relevant fire safety legislation is complied with.

This policy is applicable to all residential properties under the management of SLHD where CDC is the landlord. This policy is supported by a Fire Safety Management Plan.

This policy outlines the fire precautions and management arrangements SLHD has put in place to ensure the risk of fire is effectively managed and delivers compliance with the applicable fire safety, industry and sector best practice.

- 1.2 Fire is a significant hazard to the safety of both the buildings and their occupants. SLHD is committed ensuring fire safety is managed through the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the evacuation of employees, tenants and other relevant persons and to minimise fire damage should a fire occur.
- 1.3 This Policy describes the fire precautions and management arrangements SLHD has put in place to ensure that the risk of fire is effectively managed and delivers compliance with all applicable fire safety legislation and industry best practice.

## 2. Key Legislation

- 2.1 **The Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005)** brought together different pieces of fire legislation. It applies to all non-domestic premises, including communal areas of residential buildings with multiple homes. RRFSO 2005 designates those in control of premises as the responsible person for fire safety and they have a duty to undertake assessments and manage risks. RRFSO 2005 is enforced by the Fire and Rescue Authorities.
- 2.2 **The Fire Safety Act 2021** sets out to amend the RRFSO 2005 and is designed to ensure that people “feel safe in their own homes and that a tragedy like the Grenfell Tower fire never happens again” in England. The Act

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clarifies that for any building containing two or more sets of domestic premises the RRFSO 2005 applies to the building's structure and external walls and any common parts, including the front doors of residential areas.

It also clarifies that references to external walls in the RRFSO 2005 include "doors or windows in those walls" and "anything attached to the exterior of those walls (including balconies)." These amendments to the RRFSO 2005 aim to increase enforcement action in these areas, particularly where remediation of aluminium composite material cladding is not taking place.

In summary, the Duty Holder/building owner for multi-occupied, residential buildings must manage the risk of fire:

The structure and external walls of the building (e.g., cladding, balconies and windows)

Entrance doors to individual flats that open into communal areas.

**2.3 Regulator of Social Housing's Consumer Standards** Under the Regulator of Social Housing's consumer standards, all registered providers of social housing have an obligation for their tenants' safety, which includes fire safety. The objectives of the Regulator are set out in the Housing and Regeneration Act 2008.

As the registered provider, CDC remain accountable for overall tenant fire safety and are responsible for ensuring SLHD fulfil its responsibilities to manage tenant fire safety on its behalf to ensure tenants feel safe in their homes and the requirement of the Home Standard duty is discharged/met.

### 3. How the policy will be implemented

#### 3.1 Strategic intention

SLHD takes its responsibility to manage the risk from fires within its managed housing stock very seriously and strive to reduce this risk through:

Defined roles and responsibilities for fire safety, including individual responsibilities.

Compliance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and any other relevant legislation.

Ensuring fire safety is included when designing and constructing new and/or refurbishment projects.

Ensuring that appropriate funding is allocated where deficiencies in fire safety measures are identified and for significant issues SLHD Executive Management Team (EMT) and CDC are consulted.

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A comprehensive programme of fire risk assessments are undertaken by competent person(s) both internal and external to the business.

Ensuring suitable and sufficient fire precautions and management systems are in place.

A programme of regular fire safety inspections based on building risk.

Providing regular fire safety awareness updates to residents, employees and others annually unless significant changes to fire safety have occurred sooner.

Making information on the specific fire safety arrangements in each residential building of two or more domestic properties readily available to:

- Residents to ensure they are assured that the risk of injury or damage to their homes caused by fire is minimised.
- Employees, contractors, visitors.

Fostering and maintaining good working relationships with partner services and relevant stakeholders, including South Yorkshire Fire & Rescue Service.

## **4. Performance Measures, Targets and Triggers**

- 4.1 To ensure tenants feel safe in their homes and the risk from fires is effectively managed, SLHD have identified a number of objectives for all its managed housing stock of domestic properties with two or more flats:

Fire Risk Assessments have been undertaken by competent persons in accordance with the Regulatory Reform (Fire Safety) Order 2005 and current standards.

Fire Safety measures are included in all new construction projects, existing building renovations and improvement programs undertaken on its building portfolio.

Fire Safety risks posed by the structure and external walls (including cladding, balconies and windows and front doors) are assessed in line with current standards.

The ongoing suitability and effectiveness of current fire safety measures in buildings classed as 'High Risk' are reviewed at least annually or after a fire incident, as part of the overall fire risk assessment process.

The ongoing suitability and effectiveness of current fire safety measures in buildings classed as 'Low Risk' are reviewed in line with the SLHD Fire

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Management Plan or after a fire incident, as part of the overall fire risk assessment process.

Fire safety priorities, improvement areas and areas of non-compliance are identified and actioned.

All relevant residential buildings under its control will, where appropriate, have adequate fire warning systems, signs, means of escape and fire-fighting equipment.

All fire safety precautions are inspected, maintained, serviced, and tested to ensure they are always fully operational, in accordance with statutory requirements and manufacturer's instructions.

Regular inspections are undertaken of communal areas to ensure good housekeeping practices are in place to minimise the risk and spread of fire.

Gas and electrical safety inspections are undertaken in each residential property where SLHD is the managing agent to ensure that these do not present a fire risk to the tenant or building.

All fire incidents are reported, logged and investigated on the accident reporting system (EVOTIX) Performance is reported on these incidents in the Safety and Compliance Performance report.

Relevant employees are provided with the necessary skills and training to undertake their duties as defined in this policy in relation to Fire Safety.

Suitable and sufficient records are kept and available to be audited at appropriate intervals.

SLHD Building Safety and Compliance Team members keep up to date with changing legislation and fire mitigation measures.

## **5. Roles, Responsibilities and Accountabilities**

### **5.1 Board**

- 5.1.1 The SLHD Board are responsible for ensuring that adequate resources are made available to the Chief Executive and Executive Management Team (EMT) to ensure there is adequate fire safety management implemented and embedded across the organisation.

The Board is responsible for monitoring compliance with this Policy. In order to achieve this, the Board (or its nominated sub-committee(s)) will review this Policy every three years and analyse quarterly performance reports to ensure that issues of significant risk are actioned appropriately.

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## 5.2 Chief Executive Officer (Duty Holder)

The Chief Executive Officer (CEO) has the overall accountability and responsibility for health and safety, including fire safety.

In addition to performing the role of employer, SLHD act as a landlord and building manager in respect to its managed housing stock with communal areas and assisted living residential accommodation. To meet their responsibilities as an employer and landlord they will ensure that:

There is an effective Fire Safety Management Policy covering both workplace fire safety and fire safety within the managed housing service and that these are reviewed every three years, or sooner if significant changes occur.

Adequate funds and resources are available to meet fire safety requirements.

There are sufficient numbers of competent employees to meet its responsibility for fire safety.

Audit arrangements exist to oversee fire safety compliance.

Fire safety risks are effectively managed within the properties that SLHD manage to ensure tenant safety.

That members of the public, employees and contractors and not unnecessarily exposed to fire risk.

## 5.3 Executive Management Team

### 5.3.1 The Executive Management Team (EMT) comprised of the CEO and the Directors, are ultimately responsible for:

The implementation of the relevant areas of this Policy in their Service Areas.

Ensuring the provision of adequate resources to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and other relevant legislation and guidance.

Ensuring sufficient consideration has been given to support vulnerable residents who are unable to evacuate the building unaided. This will be subject to review following publication of government guidance.

Day-to-day responsibility is delegated to the relevant Heads of Service, Facilities Manager, and specific building managers.

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## 5.4 Director Property Services (Corporate Responsible Person)

5.4.1 The Director for Property Services is the corporate member of EMT with responsibility for Health and Safety and is the nominated corporate responsible person for fire safety, responsible for the strategic management of fire precautions within SLHD, reporting directly to the CEO as part of the Executive Management Team.

The Corporate Responsible Person will ensure that:

Fire risk assessments (FRAs) have been undertaken for the managed housing stock owned or managed by SLHD. FRAs identify risks associated with fire and ensure mitigating actions are in place to considerably reduce the risk of fire to keep people safe.

A scheduled program is in place for FRAs, including their review.

Fire risk assessments are kept up to date and reviewed, considering any changes to the premises that may affect the fire safety e.g.:

- Where there are any significant changes to the structure or layout a building.
- Substantial changes to the number of people using the premises or the hours in which the premises are occupied/operate.
- In the event of any fire incident.
- Any changes in legislation.

The organisational arrangements in place are adequate, sufficiently resourced and persons are competent to fulfil the requirements of this policy.

General fire precautions are in place for the safety of residents, employees, customers, service users and visitors.

Heads of Service, Health, Safety and Compliance Service Manager and Housing Management Team manage the day-to-day fire safety measures and the detailed arrangements necessary to manage the risk of fire within the residential properties under their control.

This Fire Safety Management Policy and associated arrangements are reviewed and amended to ensure they remain effective at managing fire risk and fulfil the objective of this policy.

The provisions within the Fire Safety Management Policy are being enforced to the standard required through an effective assurance process.

Sufficient information, instruction and training is carried out.

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All fire precautions are maintained effectively.

All fire incidents are reported, logged and investigated.

They oversee and delegate, as required, the investigation of fires and introduce controls to reduce the risk of such incidents recurring.

The Director for Property Services delegates the work required to meet its fire safety responsibilities for its managed housing stock and day-to-day responsibility to the Head of Building Safety, the Health, Safety and Compliance Service Manager. Building Managers for day-to-day fire safety measures.

## **5.5 Head of Service for Building Safety**

5.5.1 On behalf of the Corporate Responsible Person, the Head of Building Safety is responsible for the implementing the detailed arrangements necessary to manage the risk of fire within the housing stock managed by SLHD. The Head of Building Safety fulfils the role of Responsible Person for fire safety.

The Responsible Person will make sure that adequate fire safety measures are in place to ensure resident safety, including:

Overseeing compliance with this policy.

Ensuring there is competent fire risk assessment process in place utilising competent fire risk assessors.

Ensuring capital projects, refurbishments and repair work consider fire safety implications and comply with fire legislative requirements.

Ensuring there is an effective inspection programme for properties to check fire safety measures are in place.

Considering fire safety when any refurbishment work is undertaken or if any new items of plant or machinery are installed.

Ensuring that any visitors and contractors are provided with sufficient information and instruction to enable them to comply with the fire safety arrangements in place.

Making sure that the results of fire risk assessments, inspections, and spot checks feed into routine business planning processes so that appropriate resources are made available to implement any additional actions.

The Responsible Person has the duty to ensure that control measures are in place and any action plan findings are acted upon within the timeframe given and recorded within the fire risk assessment action plan. The fire risk

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assessment is made available electronically to all building occupants and any visiting authority, including the Fire and Rescue Service.

### **5.5.2 Health, Safety and Compliance Service Manager**

The Health, Safety and Compliance Service Manager will make sure that adequate fire safety measures are in place to ensure resident safety, including:

Ensuring that fire risk assessments are undertaken and recorded by competent persons and added to the compliance software system and reviewed when any major change occurs within a building, such as structural changes or changes in processes or substantial increase in population.

Ensuring fire protection and detection equipment is maintained and regularly serviced.

Ensuring the necessary local checks of fire-fighting equipment, emergency lighting, fire alarm and detection systems are completed daily, weekly, or monthly, as required, and recorded.

Ensuring appropriate records are kept of the servicing and maintenance of fire safety systems, equipment and installations and internal systems, are updated with the relevant details.

All statutory records, registers, training records and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept in accordance with relevant legislation.

### **5.5.3 Building Safety Service Manager**

The Building Safety Service Manager is responsible for day-to-day responsibility for fire safety in Residential buildings, comprising of two or more flats they will:

Ensure each high-rise property with two or more flats has a defined fire safety management plan which includes emergency evacuation arrangements in case of fire.

Ensure plans are in place for low-risk properties with two or more flats to have a defined fire safety management plan, which includes emergency evacuation arrangements in case of fire.

Ensuring the management and maintenance of the premises' fire logs.

Taking precautions against arson, such as making sure that fire safety hazards are removed away from the sides of buildings, including refuse bins, fly-tipping and other potential fire safety risks within agreed service standard timeframes.

Ensuring a Secure Information Box (SIB) is installed at each high-rise residential building that provides information to be used by the Fire and

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Rescue Service during the response to an emergency incident. This includes building and floor plans and details of residents with mobility, cognitive or sensory impairment(s) where available, a copy of the fire current evacuation strategy. A Code of Practice on SIB's has been produced by the National Fire Chiefs.

Ensure SIB's are inspected post incident, monthly and annually. Checks include ensuring the contents are up to date and the box is in good working order.

#### **5.5.4 Heads of Service / Managers**

For the purposes of this policy, the term 'manager' relates to all employees and interim/ agency personnel who manage staff and/or services, or to any extent has control at work over people and projects. Heads of Service and managers are generally responsible for ensuring that:

They understand their role with regards to this policy and implement it into any service or property specific procedures.

Relevant staff attend any fire safety specific training as required by their role.

Deficiencies in fire safety measures are remedied or reported to the Responsible Person.

All staff, visitors and contractors are provided with sufficient information and instruction to enable them to comply with the fire safety arrangements in place at the building they are working in or visiting.

Appropriate arrangements are in place to publicise the names and contact details of the appointed Fire Wardens (where appointed) so that everyone is aware of who they are.

Each employee:

- Undertakes appropriate fire safety training and refresher training in line with the job role and training needs analysis at a level relevant to each individual's role.
- Participates in fire drills.
- Is aware of and complies with safe working arrangements related to fire safety.
- Observes basic fire precautions.

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### 5.5.5 Employees

All employees have a duty to take care for their own and others' health and safety and must:

Familiarise themselves with the fire evacuation procedures that may be in place where they are working, including residential settings, even temporarily.

Undertake fire safety training as and when required.

Comply with fire safety procedures, safe systems of work information, instruction and training provided.

Not do anything that will put themselves or other people at risk from fire.

Report any problems relating to fire safety and ensure tenant safety is a number one priority.

Not interfere with or misuse any fire safety equipment e.g., wedging open fire doors, misuse of fire-fighting equipment or similar acts.

Co-operate in undertaking fire drills and evacuation.

Follow the instructions given by appointed Fire Wardens and leave the building in the event of a fire or other emergency.

Inform their immediate manager of any disability that may impact their ability to self-rescue from the premises in the event of a fire or emergency situation.

NOTE: Any person who refuses to comply with such instructions and remains in the building without proper authority, will do so at his/her own risk and may be subject to disciplinary action, without prejudice to any action that might be taken by other appropriate authorities, for example, the HSE or Fire Service.

### 5.5.6 Fire Wardens (Where appointed)

Fire Wardens are in place and will attend the Fire Warden training. This training should be repeated in line with the Fire Risk Assessment, as a minimum every 3 years. Although the specific duties can be agreed at local level having considered the findings of the relevant fire risk assessment, typically these duties will include:

Act as a focal point on fire safety issues for local staff.

Organise and assist in the fire safety routine within local areas.

Raise issues regarding local area fire safety with the relevant management.

Assist with coordination of the response to an incident within the immediate vicinity.

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Participate in regular Fire Warden training and apply the information and duties to the workplace.

Following any evacuation situation, Fire Wardens will provide feedback to the Fire Safety Compliance Officer and or relevant Building Manager and include the Fire Safety Responsible Person on problems encountered, so that appropriate action can be taken.

As appointed by the Responsible Person, may be required to act as immediate liaison with the Fire Service during an incident.

#### **5.5.7 Health, Safety and Compliance Support Team**

SLHD Health, Safety and Compliance Support Team are responsible for providing health and safety support and guidance to SLHD to help ensure that the requirements of this Policy can be implemented.

A dedicated Fire Safety Compliance Officer will:

Provide advice and assistance as the competent person for Fire Safety matters.

Operationally deliver the fire risk assessment programme, associated remedial works and report on compliance of these.

Review any reported fire safety related incidents to ensure appropriate action is taken and that they are monitored and reviewed.

Advise on suitable fire safety training for employees.

Provide SLHD with any updates relating to fire safety legislation and any associated best practice.

Report to EMT with any concerns of non-compliance or policy failures and any recommendations for improvement.

Provide assurances to the Head of Building Safety and Health, Safety and Compliance Service Manager that accurate, up to date records are held and kept in compliance.

#### **5.5.8 Asset Management Team**

Ensure that component data is managed within SLHDs housing management system including updates to properties and individual components within them to ensure property information remains relevant.

Any repair work will need to consider fire safety measures and not compromise escape routes or fire detection and alarm systems, either when being undertaken in-house or by contractors.

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Certain repair work will need to meet fire safety standards where fire integrity or fire compartmentation may be affected.

Any capital programmes and extensive renovation work undertaken will include fire safety measures in any design or proposed changes to an existing building. The fire risk assessment will need to be reviewed and revised.

Specific requirements have been introduced for high rise residential buildings that are yet to be built requiring fire statements as part of the planning process. Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK ([www.gov.uk](http://www.gov.uk))

### **5.5.9 Responsibilities to Tenants**

To provide a level of assurance and confidence to tenants, fire safety information on the specific fire safety arrangements for a particular residential building will be provided in an easy-to-understand format both electronically and physically inside each relevant building. This will also include tenant responsibilities to help ensure everyone's safety.

All tenants will be briefed on fire safety measures specific to their new home at sign up. They are to be advised that South Yorkshire Fire Rescue Service (SYFRS) offer a home safety check and urged to accept the offer, which is free of charge.

### **5.5.10 Tenant Responsibilities**

As part of their tenancy agreement, new and existing tenants must be made aware of their own obligations to reduce the risk of fire within their homes and not create a fire risk, both within their home and in any communal areas that may affect the safety of others.

A detailed list of specific responsibilities for residents of High Rise Buildings is contained within the high rise fire safety information leaflet. . This is issued to tenants as part of their tenancy agreement.

### **5.5.11 Building Safety and Compliance Committee**

The Building Safety and Compliance Committee is a subcommittee of the Board of SLHD and is attended by senior management representatives of the business and chaired by the chair of the Board and supported by Non-Executive Directors and the Director of Property Services. The committee reviews all aspects of building safety for the managed housing service provided by SLHD, including fire safety.

Meetings review:

- Updates in legislation and related guidance.
- The fire safety plan and any outstanding actions.

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- Fire incidents and false alarms, including patterns and trends.
- Contact with enforcing authorities.
- Feedback from the fire risk assessments.
- Feedback from fire investigations.
- Results of fire safety related audits and inspections.
- Fire safety related training delivered.
- Fire related objectives.

Further advice from relevant bodies, for example fire risk assessors, insurers, architects and fire safety provision engineers, will be sought as and when necessary.

#### **5.5.12 Fire Risk Assessors**

Regardless of who carries out the fire risk assessment, SLHD retains the responsibility for ensuring the adequacy of that assessment and will take all reasonable steps to appoint a specialist who is competent to do the job properly. This will be done by ensuring:

- Those providing the service have independent registration with, or certification from, a professional or certification body.
- They meet the competency criteria established by the Fire Sector Federation.
- They have experience of undertaking fire risk assessments for the type of residential property.

Accredited third party certification and professional body membership is deemed essential for fire risk assessors assessing level one buildings. Competence of fire risk assessors can be assured by either certification of the individual fire risk assessor or through a company providing fire risk assessments under a third-party certification scheme accredited by the UK Accreditation Service (UKAS), or by registration of the fire risk assessor by a Professional Engineering Institution (PEI) that is licensed by the Engineering Council (EngC).

In the event that major change occurs within the building, be it either structural, change of processes or substantial increase of population, the Responsible Person must ensure that any proposed work meets fire safety legislative requirements and that any fire risk assessment is reviewed by a competent person who meets the criteria detailed above.

#### **5.5.13 Managing Contractors**

If contractors (internal or external) are used to undertake any work (including fire safety) in residential properties, including communal areas, they must be:

Competent, suitably qualified and can demonstrate their ability to meet all statutory requirements.

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All works relating to fire safety are adequately monitored, controlled and post inspected.

Fire safety works are completed in a timely manner and prioritised based on risk.

Records are kept with details of the fire safety works completed and any fire risk assessment and associated building documentation is updated with relevant details.

Capital programmes must include fire safety requirements and be designed with fire safety in mind.

Contractors are required to:

Co-operate with SLHD and follow any instructions relating to fire safety given.

Ensure that they and all staff falling under their control have received appropriate information, instruction, and training (including induction training) to enable them to comply with this policy and any emergency arrangements.

## **6 Organisational Arrangements**

**6.1** The following section explains the day-to-day arrangements that SLHD have in place to minimise the risk of fire. CDC have a duty, as the registered housing provider for Doncaster, under fire safety legislation to carry out fire risk assessments of all residential properties comprising of two or more domestic flats.

The day-to-day arrangements to managing the risks of fire is underpinned by:

A programme of comprehensive fire risk assessments, including

- Assessing the risk from fire, including a building's structure, the external walls (including doors or windows in those walls, anything attached to the exterior of those walls such as balconies) and any common parts, plus all doors between the domestic premises and common parts.
- Evaluating the adequacy of existing fire protection measures and identifying additional measures that minimise the risk of fires starting and spreading.
- Assessing compliance with all relevant legislation and relevant standards.

The provision and maintenance of appropriate fire detection, alarm systems, emergency lighting,

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fire-fighting equipment (where in place), evacuation signage, appropriate means of escape and protected escape routes in communal areas of residential properties.

The provision of essential training and fire safety information for all employees and more specifically residents.

Appropriate instruction for contractors and other visitors on the action to be taken in the event of a fire in any property they may be working in.

Reporting, reviewing and investigation of all fire related incidents and measures put in place to prevent a recurrence, where possible.

Zero-tolerance relating to the storing of items by residents in communal areas.

Strict enforcement of no-smoking in communal areas.

## **6.2 Fire Risk Assessments**

The level and complexity of any fire risk assessment undertaken in residential buildings, comprising of more than two flats, managed by SLHD varies dependant on risk.

A schedule of fire risk assessments has been drawn up and these will be undertaken by competent persons or third parties depending on risk.

A fire risk assessment must:

Identify the fire hazards, including those posed by the structure of the walls, doors, and windows.

Identify people at risk.

Evaluate, remove, or reduce the risks.

Record findings, prepare an emergency plan and provide training.

Be reviewed and updated regularly, in particular when something changes that could affect fire safety or where there it is no longer valid e.g., a change in:

- occupancy.
- the building.
- nature of contents or after a fire.

Fire risk assessments will include:

The structural ability of the building and individual flat to withstand fire, prevent fire spread and contain a fire in a single flat, where Stay Put fire evacuation policy is in place.

Emergency routes and exits.

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Fire detection and warning systems.

Firefighting equipment.

The removal or safe storage of dangerous substances.

Details of the emergency fire evacuation strategy.

Details of any vulnerable residents, where known, with temporary or permanent disabilities, including mobility issues or sensory impairment(s).

Providing information to residents, employees, and other people on the premises.

Fire safety training for employees and Fire Wardens (where in place) for staffed residential properties.

Actions arising from any fire risk assessment will be acted upon in a timely manner.

All fire risk assessments will be reviewed at prescribed frequencies as detailed in the fire management plan by a competent person and updated to reflect any changes in the building or recommend whether a more comprehensive fire risk assessment is required due to more significant changes.

### 6.2.1 Fire Risk Assessment types

Type	Definition
1	<p>Type 1 Fire Risk Assessment (FRA) is non-destructive, and the most common. It assesses all the common parts of a building, such as a lobby area in a shared block of flats – but not individual dwellings. In some cases, a Type 1 FRA will inspect construction points between individual dwellings (such as shared supportive walls).</p> <p>Type 1 FRAs have the purpose of ensuring that common parts of a building have the arrangements which allow people to escape if there was to be a fire – such as clear signage pointing to entry and exit points.</p> <p>The results of a Type 1 FRA may reveal the requirement for further FRAs. If this is the case, the Type 1 FRA will list reasons why this would be required</p>
2	<p>Type 2 Fire Risk Assessments are normally only recommended if a Type 1 FRA concluded that there may be serious structural flaws in a building which may increase the risk of fire spreading.</p> <p>Type 2 FRA includes destructive sampling. Applies to common areas only.</p>

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3	<p>Type 3 Fire Risk Assessment is comprehensive. This type of assessment covers all common areas of a building – and individual dwellings.</p> <p>Type 3 FRA considers all means of escapes (including those within individual dwellings), structures, and compartmentation between flats and any means of fire detection.</p> <p>Type 3 FRA is non-destructive – and is usually only considered necessary if there are fire risks within individual dwellings.</p>
4	<p>Type 4* Fire Risk Assessments are similar to Type 2 FRAs, as they include a destructive sampling, but in both the common parts of a building and living areas –such as apartments. Type 4 FRAs are more comprehensive – and complicated to complete. This is because access to individual dwellings is required and destructive sampling can lead to a need for repairs.</p>

\* A type 4 Fire Risk Assessment will be required for any premises of multiple occupancy, in order to evidence the suitability of a stay put fire strategy.

### 6.2.2 Low risk residential properties

These are defined as low rise blocks below 18 meters comprising of two or more flats. Type 1 FRAs are undertaken by a team of competent in-house fire risk assessors for low-risk properties every 3 years. Individuals in the team have a recognised level of competence that includes a formal fire qualification.

### 6.2.3 High rise, high risk residential properties

These are currently defined in legislation as those over 18 meters in height with 7 storeys comprising of more than two flats.

Type 1 Fire Risk Assessments will be undertaken annually for common areas and means of escape in high-risk residential buildings with two or more flats. A Type 4 fire risk assessment will be undertaken if there is any reason to suggest the fabric and structure of the building has changed, and the fire compartmentation has been compromised.

High rise, high risk residential buildings have had a Type 4 Fire Risk Assessment undertaken for buildings built before 2000. These have been undertaken by an accredited, competent third-party organisation, taking into account the structure of walls, doors, and windows, cladding and balconies.

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All FRAs for high-rise, high-risk buildings will be undertaken by a competent accredited fire risk assessor.

#### **6.2.4 Fire Risk Assessment Outcomes**

SLHD will endeavour to undertake any outcome from the fire risk assessment. Where destructive FRAs result in the need to complete building work to reduce identified fire risks, including additional ventilation, to allow smoke to escape or additional fire compartmentation additions. In cases where it is not practical to complete such works, a more comprehensive FRA may identify that SLHD may need to change 'stay-put' policies or fire evacuation procedures.

#### **6.2.5 Asbestos Considerations**

If destructive FRAs are to be undertaken, SLHD will provide information on the presence of any asbestos and commission a Refurbishment and Demolition (R&D) survey as required.

#### **6.2.6 Shared Occupation/Lettings/Landlord Responsibilities**

In the case of residential buildings where SLHD remain the managing agent on behalf of the landlord CDC but other service providers are contracted in to provide the services provided within the building such as, homeless and temporary accommodation, care and support services to elderly and vulnerable, clear fire safety arrangements should be in place as to who is responsible for managing the day to day fire safety arrangements.

SLHD, as the Agent and under an SLA with the landlord, is responsible for ensuring that a fire risk assessment is undertaken. This may require communication and cooperation between all parties to ensure coordination of fire safety provisions, fire-fighting measures, evacuation procedures etc.

In the event that part of a building may be let – the building manager has the responsibility to ensure that those hiring the site are aware of the fire risk assessment for the site, evacuation procedure, including contact names in the event of an emergency.

#### **6.2.7 Reporting of Fire Incidents**

Any incidents of fire, regardless of how minor, must be reported. Incidents must be investigated, and lessons learnt to prevent a recurrence. These will be reported on the accident reporting system EVOTIX.

SLHD will liaise with external emergency services, where required, to minimise the potential risks that could arise from activities where there is a reportable incident related to fire within properties that they manage.

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### **6.2.8 Fire Strategy for High-Rise, High Rise Residential buildings**

A fire strategy is a complex document specifically tailored to a building, reviewing all aspects of the building's fire safety features including construction, compartmentation strategy, means of escape and other fire safety features/measures - including management arrangements in place to ensure it is fit for use for the end user of the premises or intended purpose group.

Where a building is erected or extended, or has undergone a material change of use, Regulation 38 of the Building Regulations requires that a package of fire safety information must be assembled and given to the responsible person of the premises. A fire strategy is commonly used as a means for collating and providing that information.

SLHD will ensure that all high-rise, high risk residential buildings will have a documented Fire Strategy for each building, pulling together all the fire safety information relating to it.

### **6.2.9 Information provided to South Yorkshire Fire Rescue Service**

SLHD has provided South Yorkshire Fire Rescue Service with specific information relating to their High-rise residential buildings, including:

Information about the design of its external walls together with details of the materials of which they are constructed and to inform them of any material changes made to them.

Up-to-date plans in both paper and electronic form of every floor of the building identifying the location of key fire safety systems.

Information is also contained in a secure information box for each high-rise residential building, including a copy of the up-to-date floor plans, information about the nature of any lift intended for use by the fire and rescue services and details of vulnerable residents.

### **6.2.10 Lifts**

Where SLHD have any high-rise residential building with any lifts that are designed to be used by firefighters in an emergency, these are regularly inspected and tested, including the mechanism that allows firefighters to take control of the lifts. The results of the inspections are provided to the fire service each month.

### **6.2.11 Fire Evacuation**

Each residential building with more than two sets of flats will have a clearly defined evacuation strategy, determined by its fire risk assessment and overall risk to the occupants. Tenants will be made aware of the fire safety

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and evacuation arrangements in place in the building they live in. This is particularly important for high rise buildings. Any evacuation plan should include:

The action residents should take if they discover a fire.

How people will be warned if there is a fire and how this is linked to the fire service and landlord.

Key escape routes, how people can gain access to them and escape from them to places of safety.

Arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies and those with disabilities or cognitive impairment.

Where people should assemble after they have left the workplace and clear directions to the assembly point.

#### **6.2.12 Stay Put Policy**

Currently SLHD operate a 'Stay Put' policy in all of its high-rise residential buildings containing self-contained flats and communal areas. This requires occupants not directly affected by any fire to stay in their flat. This is regularly reviewed as part of the annual fire risk assessment review to ensure it is the safest strategy to employ. The 'Stay Put' policy may change during a major fire event and this decision will be managed by the Incident Commander from the fire service dealing with the emergency situation at the time.

Additionally, SLHD will have internal procedures in place for responding to a fire incident in any of its properties, including procedures for liaising with the fire service on arrival and notifying them of any special risks or vulnerable residents.

All SLHD high-rise residential buildings rely on a 'Stay Put' policy for the majority of residents in the case of a fire breaking out. It is understood that this policy is under national review and SLHD await the development of national guidelines by the government for carrying out a partial or total evacuation of high-rise residential buildings. In the meantime, SLHD will look at further measures it can take, including how it can:

Further protect fire exit routes.

- Develop procedures for evacuating persons who are unable to use the stairs in an emergency, or who may require assistance (such as disabled people, older people, and young children).
- Work in conjunction with the fire and rescue service to develop policies for partial and total evacuation of high-rise residential buildings.

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- Draw up and keep under regular review evacuation plans, copies of which are to be provided in electronic and paper form to their local fire and rescue service and placed in an information box on the premises.
- Include up-to-date information about persons with reduced mobility and their associated PREPs in the secure information box.

Sprinkler systems are installed in all high-rise, high risk residential buildings which will further safeguard tenants in their own home in the event of a fire

### **6.2.13 Keeping records - Fire Logbook**

SLHD will keep records of tests, maintenance and safety training relating to each residential building of two or more flats. An effective way of demonstrating compliance is to keep records in a well-maintained fire logbook.

SLHD will keep records up to date and readily available for inspection by any visiting authority when required. Records that will be kept include:

Fire alarm system - record of testing, maintenance, and false alarms.

Emergency lighting – record of testing and maintenance.

Fire drill - if held.

Staff fire training – basic fire awareness and fire warden training.

Portable fire-fighting equipment – a record of maintenance and checking (fire extinguishers, fire blankets etc.).

A record of any visits by the Fire Service or other enforcing authorities.

Dry/wet riser – a record of monthly riser inspections.

Dry riser - record of dry riser test and inspection.

Refuge point communication - record of refuge point communication test and inspection.

All records of servicing by nominated contracted servicing companies will be retained and kept electronically within the compliance software used by SLHD and referenced in the logbook.

### **6.2.14 Secure Information Boxes (SIB)**

A SIB is installed at each high-rise residential building comprising of two or more flats. The National Fire Chiefs Code of Practice is followed in regards to installation, contents, maintenance and review.

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### 6.2.15 Smoking

Smoking is not permitted in communal areas, doorways, and refuse areas. Signage is displayed informing residents and visitors of this.

### 6.2.16 Training and Instruction

SLHD will provide fire safety awareness training to employees. This is currently via eLearning. Tenants and relevant persons will receive information on the fire safety arrangements in the building where they live or work and the action they need to take in the case of a fire.

Employees working in offices will be instructed by their line manager in the following:

- What to do if there is a fire.
- What to do if the fire alarm sounds.
- The location of the nearest fire alarm.
- The location of the nearest fire exit, as well as a secondary route.
- The location and route to the designated assembly point(s).

All employees are required to complete regular refresh training every three years, or other high-risk activities must undertake fire awareness training on an annual basis.

#### Training table

Training	Who
Fire Awareness (E-Learning)	All new starters on induction Facilities/ Building Managers
Fire Warden Training	Fire Wardens
Fire Risk Assessors (internal)	CS Todds Accredited, competent fire risk assessor training provider
Fire Risk Assessment Validators	IFSM or Third Party accredited provider

## 7. Equality Impact Assessment (EIA)

This Policy was subject to a Equality Impact Assessment (EIA). No significant issues were identified. When implementing this policy, we will consider the needs of diverse employees and customers and take appropriate and necessary action to reduce barriers for older, disabled, and vulnerable people.

## 8. Policy Review

This Policy shall be reviewed and updated every three years or if there are any significant changes to current fire Legislation, HSE approved codes of practice or guidance, or as the result of the outcome of an incident review.

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Policy reviews will be included on the Corporate Health and Safety and Building Safety website.

## 9. Further Advice and Guidance

The Health and Safety & Building Safety Team has an extensive intranet site where further advice and guidance is available on all aspects of health and safety and fire safety. Alternatively, please contact the Teams, telephone 01302 862683 or via email [Healthandsafety@stlegerhomes.co.uk](mailto:Healthandsafety@stlegerhomes.co.uk) or [buildingsafety@stlegerhomes.co.uk](mailto:buildingsafety@stlegerhomes.co.uk)

## 10 Legislation and Guidance

### 10.1. Legislation

The Fire Safety Act 2021

The Regulatory Reform (Fire Safety) Order 2005

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Furniture and Furnishings (Fire Safety) Regulations 1988

The Building Regulations Approved Document B –

### 10.2 Fire Safety Guidance Documents

Fire Sector Federation ACOP - A National Framework for Fire Risk Assessor Competency

Fire Sector Federation - A Guide to Choosing a Competent Fire Risk Assessor

PAS 79-2:2020 Housing – British Standards BSI

PAS 9980:2022, Fire risk appraisal of external wall construction and cladding of existing blocks of flats – Code of practice.

BS991 Fire safety in the design, management and use of residential buildings. Code of practice.

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## **Appendix 1 Specific Fire Safety Arrangements for Tenanted Properties**

### **1.1 Fire Safety Measures**

Each residential building comprising of two or more flats will have a number of fire safety measures installed. These will have been assessed as the most suitable for that particular building as part of the fire risk assessment and can consist of a combination of the following:

#### **1.1.1 Fire Detection and Alarm Systems**

Where appropriate, buildings will be fitted with automatic fire detection and alarm systems in line with current regulations, standards and guidelines. Where these systems are in place they are periodically serviced and inspected by a competent service provider in line with the relevant British Standard. The period between visits to undertake inspection and service should be based upon a risk assessment and manufacturer's guidance but the maximum period between visits should not exceed six months. All visits should be recorded in the site's fire logbook.

The responsible person should ensure that regular weekly checks and testing of the alarm system are carried out on a local level in line with the manufacturer's instructions. All activations of the fire alarm should be recorded within the fire logbook and within the compliance software system – testing, maintenance and false alarms.

#### **1.1.2 Emergency Escape Lighting**

Emergency escape lighting is lighting that comes on when the power supply to the normal lighting provision fails. It provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process beforehand.

Emergency lighting must be periodically serviced and inspected by a competent service provider in line with the relevant British Standard. The period between visits to undertake inspection and service should be based upon a risk assessment and manufacturer's guidance but the maximum period between visits should not exceed twelve months. All visits should be recorded in site's fire logbook and within the compliance software system.

The responsible person should ensure that regular monthly checks and testing of the emergency lighting are carried out on a local level in line with manufacturer's instructions. Tests should be recorded in the fire logbook and within the compliance software system.

#### **1.1.3 Fire Fighting Equipment**

The Fire Risk Assessment will determine what is suitable and sufficient fire-fighting equipment for all buildings managed by SLHD. In most cases this will

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include fire extinguishers and fire blankets (recommended for all kitchen areas).

The Responsible Person must ensure that any fire-fighting equipment is inspected annually by a competent person to ensure it remains in an operational condition and is kept in an easily accessible position. A record of these services must be recorded in the fire log and within the compliance software system.

In addition to an annual service, the Responsible Person must ensure that fire extinguishers are always kept in good order and available for use. This can be achieved by regular inspections by a nominated person and should include checking:

- That the tamper indicator is not broken - this is usually a plastic tag or disc to show the pin has not been removed or tampered with.
- That the pressure gauge needle is in the green area - if there is no pressure gauge, the extinguisher is discharged using an internal gas cartridge, therefore no check is required.
- The unit has no signs of corrosion, dents, damaged, discharge or deterioration.

Any issues found must be reported to the contracted service provider and entered into the fire logbook.

It must be emphasised that employees are not expected to put themselves at risk by fighting fire. However, if they have been given training in the use of extinguishers, or are familiar with the operation of and appropriate use of extinguishers, small fires, no bigger than the size of a wastepaper basket, may be tackled. This must only be done after raising the alarm. It is imperative that, if employees feel themselves to be at risk, they leave the fire and make their escape.

#### **1.1.4 Fire and Flat Entrance Doors**

Fire doors within communal areas, such as staircase and cross-corridor doors, and flat entrance doors opening onto communal areas of a residential building containing two or more flats are checked and regularly maintained in working order.

The inspection frequency for these doors will be determined by risk as part of the fire risk assessment. However communal doors must be inspected at a frequency not in excess of every three months and flat entrance fire doors every twelve months. Best endeavours should be used to demonstrate that every effort has been made to undertake flat entrance fire door checks, regular checking ensures that fire doors are correctly installed, of the right

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specification and maintained in working order, including an effective, working self-closing device.

Building Safety Surveyors carry out a formal programme of visual fire safety inspections which include visual checks on communal area fire doors and report on any areas of concern relating to fire safety.

Further guidance on formal fire door inspection frequencies is awaited. The following guidance will be followed in the meantime Annex\_A\_- Assurance\_and\_Assessment\_of\_Fire\_Doors\_-\_January\_2020.pdf (publishing.service.gov.uk)

### **1.1.5 Passive Fire Protection**

Passive fire protection (PFP) consists of products installed in a building to improve its fire safety rating. PFP keeps people safe and limits damage to a building's structure and its contents by restricting the spread of fire and smoke, and shielding escape routes long enough for occupants to exit the building calmly and safely. PFP products include but are not restricted to:

- Fire protection to the structural frame of the building.
- Fire-resisting doors and fire door furniture.
- Fire shutters.
- Compartment walls and floors.
- Fire-resisting walls and partitions.
- Suspended ceilings.
- Fire-resisting glazing.
- Fire doors and hardware.
- Industrial fire shutters and curtains.
- Fire-fighting shafts and stairwells.
- Fire-resisting ductwork.
- Fire-resisting service ducts and shafts.

PFP can sometimes be damaged or even removed during building and maintenance works or the installation of cabling and ductwork. When commissioning contractors or when any in-house works are undertaken the Responsible Person for the residential building must ensure that PFP is maintained in tact or suitably replaced or repaired with like for like materials to ensure the fire integrity is preserved.

### **1.1.6 Sprinklers and Smoke Control Systems**

Sprinkler systems are installed in all high-rise residential buildings. These are tested and inspected annually by a competent person. Pumps are fitted with a weekly self-check system and flow switches are fitted with an auto check system that runs every quarter. All results of any inspections are entered in the relevant building fire logbook.

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Where smoke control systems are in place, these are tested weekly as part of the weekly fire alarm check to ensure that they are operating effectively, with a full system inspection and test carried out by a suitably qualified person at least annually.

### 1.1.7 Signage

Every new tenant within a residential building comprising of two or more flats receives information regarding fire safety arrangements for that building. Regular newsletters and safety information is available on the SLHD internet pages. Social Media channels are also utilised for general fire safety advice.

Where required, communal areas of residential buildings have clearly displayed Fire Action notices providing instructions in both pictures and words to tenants of what to do in case of a fire in their flat or a fire elsewhere in the building.

Wayfinding signage denoting the floor identification numbers and flat indicator signs accessed on each floor are prominently displayed on each floor. The signs are on a contrasting background, easily legible and readable in low level lighting conditions or when illuminated with a torch.

### 1.1.8 Tenant Fire Safety

As part of their tenancy agreement, new and existing tenants must be made aware of their own obligations to reduce the risk of fire within their homes and not create a fire risk, both within their home and in any communal areas that may affect the safety of others.

A detailed list of specific responsibilities is attached as an Appendix to this policy. This can then be issued to tenants as part of their tenancy agreement.

Tenants are responsible for ensuring that they do not create fire hazards in their own homes, for example:

- Storing flammable items on their balcony, in common areas or
- by blocking fire escape routes, including not storing, parking or charging (however temporary) petrol and/or battery driven items such as motorbikes and mobility scooters, E scooters etc.
- Not leaving candles lit and unattended.
- Avoiding smoking in bed and dispose of cigarettes safely if smoking inside the home.
- Leaving chip pans and items cooking unattended
- Not smoking in communal areas, this is prohibited.
- Ensuring electronic devices are charged responsibly using a British Standard charger.
- Not allowing stored items to build up within their home.
- Not leaving domestic rubbish on communal landings.

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- Not placing large items or forcing large items into Refuse chutes that may cause blockages and result in a fire hazard.
- Not leaving large bulky items or rubbish in communal areas or outside, against the building. This is a breach of the tenancy agreement.

Are aware of fire safety measures, including the evacuation plan for their building.

Do not make any structural alterations to their flats.

All tenants will be briefed on fire safety measures specific to their new home at sign up. They are to be advised that they may be contacted by South Yorkshire Fire Rescue Service (SYFRS) who will offer a home safety check and urged to accept the offer, which is free of charge.

### 1.1.9 Managed Use of Communal Fire Escape Routes

SLHD have adopted a policy of zero tolerance relating to the placing and storing of objects in fire escape routes and stairwells. This is to reduce the risk of fire breaking out in these areas and the potential for any fire to compromise fire escape routes as well as creating obstructions and restricting access to the fire and rescue services.

In communal stairwells and corridors, residents are not permitted to keep and/or store:

- Bicycles, prams and mobility scooters
- Combustible materials e.g., Paper, books Plastic or fabric plants and flowers
- Electric Scooters / items containing lithium ion batteries.
- Rubbish awaiting disposal.
- Furniture
- BBQS
- Motorcycles, mowers and other gardening equipment containing petrol or other fuels.
- Plastic or timber sheds or lockers
- Hazardous chemicals, gas containers, or flammable liquids in the communal area or storage cabinets, dedicated storerooms or cupboards
- DIY materials or tools
- Electrical appliances, such as tumble dryers and washing machines.
- Toys and play furniture.
- Recycling materials
- Bedding, clothing and shoes
- Curtains, including nets.
- Food or other organic matter
- Items that present a hazard, such as panes of glass, fairy lights and decorations

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- Any other bulky items

In addition, residents are not allowed to charge mobility scooters, batteries, or other electrical equipment in escape routes. There is a separate policy relating to Mobility Scooters.

Where items are found in escape routes and stairwells, SCH will give notice to residents to remove said items. If ownership of items is unknown, a notice will be attached to the item. However, goods that present a significant fire risk will be removed immediately without notice.

Failure to remove items will result in SLHD removing them. They will be placed in storage for a period one month [in accordance with the provisions of the Local Government Act 1982]. Any goods that are not reclaimed will be disposed of without compensation. The costs associated with removal, storage and disposal may be re-charged to the resident concerned.

Appropriate legal action may be taken against any person who persistently breaches rules relating to the use of communal escape routes and stairwells.

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