

## St Leger Homes of Doncaster Ltd

# Fire Management Plan

### DOCUMENT CONTROL

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<b>Responsible Officer:</b>	Head of Building Safety

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1.0	October 2020		New document
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2.1	December 2024	Head of Building Safety	Minor amends around structures and aligning to Fire Safety Policy
3.0	January 2025	EMT	Version 3.0 approved by EMT

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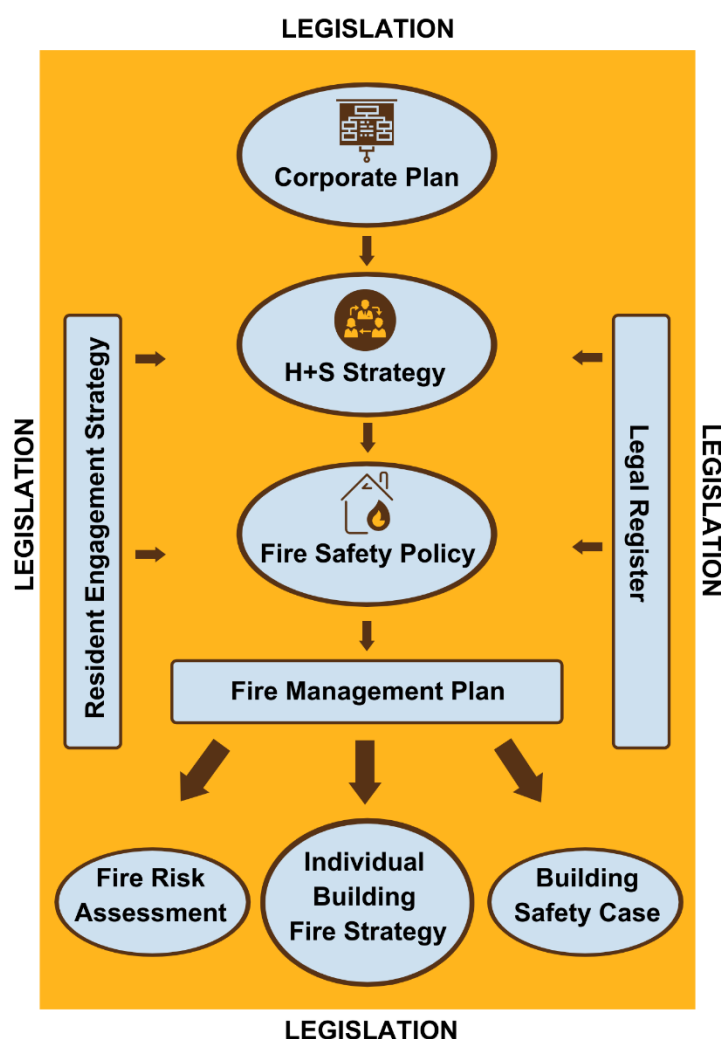
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## 1.0 Introduction

This Fire Management Plan sets out how St Leger Homes of Doncaster (SLHD) will meet its legal and moral obligations around fire safety, and more specifically the commitments made and objectives outlined in the Fire Safety Policy.

## 2.0 SLHD Context

The diagram below sets out how this plan fits within SLHD's wider business governance and policy framework.



This fire management plan applies to **all** properties managed by SLHD that fall within the scope of the Regulatory Reform (Fire Safety) Order 2005.

Whilst this plan encompasses all buildings within scope of the Regulatory Reform (Fire Safety) Order 2005, SLHD recognises that certain buildings are classed as 'higher risk'. This could be for a number of factors such as the height, use or occupant make-

up within the buildings. For these buildings different approaches and mitigation measures may be required in comparison with those that are lower risk.

The Building Safety Act 2022 identifies buildings over 18m 7 storeys as being at higher risk. For the purposes of this plan, SLHD has expanded on this criteria to include other buildings where, through a fire risk assessment, it has been identified that the building and / or tenants and residents within them require specific support.

For clarity, any references in this document to higher risk residential buildings relate specifically to the following:

- Silverwood House
- Cusworth House
- Sandbeck House
- Firbeck House
- Hatfield House
- Methley House
- Shaftesbury House
- Westminster House
- Lonsdale House
- Jubilee Court
- Milton Court
- Heartswood
- St Georges Court

Other properties have shared accommodation such as those occupied solely by the Children's Charity of City of Doncaster Council (CDC) (Church Lane) are also included in the level one buildings.

### **3.0 Responsibility**

SLHD's overarching legal responsibilities in relation to fire are fully set out in the Company's [Legal Register](#).

In summary, the key obligation is to comply with the Regulatory Reform (Fire Safety) Order 2005. This is supplemented by the requirements of the Building Safety Act 2022 and Fire Safety Act 2021 and the Fire Safety Regulations 2022. The plan will be reviewed with any subsequent legislation that may follow this.

SLHD's Chief Executive Officer is the Responsible Person in terms of fire safety under the Regulatory Reform (Fire Safety Order) 2005. They will delegate operational responsibilities throughout the organisation.

The Head of Building Safety is responsible for keeping this document up to date and the oversight of this management plan and the supporting fire safety policy.

All staff have a responsibility to act responsibly and report any unsafe practices.

SLHD recognises and acknowledges the Building Safety and Fire Safety Acts and the changes this will bring particularly in relation to registering these buildings with the Building Safety regulator from the spring of 2023 and identifying the Accountable Person and Principal Accountable Person. Despite the removal of the requirement to appoint a Building Safety Manager (BSM) from the Building Safety Act, SLHD still believes that there is an important role for this individual within the organisation and so has taken the decision to appoint a BSM to manage and coordinate activities within the Building Safety Team. Details of the post holder are contained within table one.

Table one

Accountable Person	City of Doncaster Council		
Principal Accountable Person	City of Doncaster Council		
Building Safety Regulator principal contact	Daniel	Boardman <a href="mailto:Daniel.boardman@stlegerhomes.co.uk">Daniel.boardman@stlegerhomes.co.uk</a>	

#### 4.0 Fire Management Plan

The Fire Safety Policy outlines 7 key objectives that SLHD are committed to delivering in relation to fire safety:

- COMPLIANCE. That SLHD complies with all its statutory and legal obligations in relation to fire safety.
- INFORMATION. That SLHD holds sufficient, accurate and up to date information and records for the premises it is responsible for, in relation to fire safety, and makes this accessible as and where appropriate.
- MANAGEMENT. That SLHD's day to day management of fire safety in its premises is effective, fit for purpose and carried out by competent persons.
- MAINTENANCE. That SLHD will ensure necessary maintenance in relation to fire safety is carried out in a timely manner and by competent persons.
- PREVENTION. That SLHD will seek to reduce fire risk as far as practicably possible within the portfolio for which it is responsible. This could include undertaking pro-active enhancement works to the portfolio – over and above normal maintenance.
- ENGAGEMENT. That SLHD will actively engage with all relevant stakeholders, in particular tenants and residents, in relation to effective fire safety management. That SLHD will enter into an agreement with SYFRS for the purpose of information sharing and lesson learning whilst committing to improving fire safety in our properties

- COMPETENCY. That SLHD will ensure that staff involved in fire safety are adequately trained and competent to undertake their fire safety related duties.

The following sections of this Fire Management Plan set out how SLHD will achieve these objectives, as set out in the Fire Safety Policy.

## **5.0 Achieving the COMPLIANCE objective**

### COMPLIANCE OBJECTIVE

That SLHD complies with all its statutory and legal obligations in relation to fire safety.

SLHD will achieve this objective through the following mechanisms:

#### 5.1 Understanding our responsibilities

SLHD has a legal register that is regularly reviewed and updated. This register ensures that SLHD is aware of all of its statutory and legal obligations in relation to all health, safety and compliance matters, including fire safety. More importantly it summarises the mechanisms SLHD has in place to meet these requirements.

#### 5.2 Resources

SLHD, in conjunction with Doncaster Council (as its major shareholder and landlord of the assets managed by SLHD), will ensure that adequate resources (people and financial) are made available to ensure both parties can adequately discharge their duties. This will be achieved through existing annual and long-term financial planning and budget setting processes.

#### 5.3 Specialist Support and Advice

SLHD have appointed external fire safety retained support, to provide specialist fire safety advice on fire risk assessments and general fire safety and precautions. The external consultant will support the internal fire safety team specifically and SLHD generally in undertaking the preventative and protective measures considered necessary to comply with the Fire Safety Order and other legal requirements.

#### 5.4 Fire Risk Assessments (FRAs)

Fire Risk Assessments (FRAs) will be carried out and documented for all new premises and all existing premises subject to the Fire Safety Order. These will usually be 'Type 1' surveys. FRAs will be completed by external competent assessors for all level one buildings with other buildings, where practicable and resources allow, having the FRA completed using internal resources from 2024 onwards.

Other types of FRAs, in particular Type 4 intrusive surveys, will be carried out periodically as required to ensure the suitability of a stay put strategy. This will be determined by a number of factors including:

- Risk level of the building in question.
- Building use.
- Any concerns identified.
- Recent history – improvements, fires etc.

The layout and format of the documented FRA will be in accordance with the general approach taken in PAS 79.

Type 1 FRAs and reviews will be carried out by competent and suitably qualified external fire risk assessors.

The frequency of FRAs will be as detailed in Table (A) below. Frequency is determined by the risk level attached to the building and may be increased if there are any significant physical alterations or management concerns with the property.

Table A – Fire Risk Assessment Frequency

<b>Risk Level</b>	<b>Type of Building</b>	<b>Frequency of Completing new FRA</b>	<b>By Who</b>
1	• High Rise Residential	Once every year	External Fire Risk Assessors
	• Specialised Housing (as defined in NFCC guidance) these are sheltered and supported living housing	Once every year	External Fire Risk Assessors
	Residential Caravan sites	Once every year	External Fire Risk Assessors
	• Offices, 3 storeys or over / Commercial Depot	Once every year	External Fire Risk Assessors
	• Houses or Flats in Multiple Occupation	Once every year	External Fire Risk Assessors
2	• Low Rise Blocks of Flats – 3 to 5 storeys, 11 or over flats	Once every 2 years	Internal Fire Risk Assessors*
	• Offices, 1 to 2 storeys	Once every 2 years	Internal Fire Risk Assessors*



	<ul style="list-style-type: none"> <li>Communal Halls / Community Houses</li> <li>Caravan Sites</li> <li>Boiler Houses / Heat Stations</li> </ul>	<p>Once every 2 years</p> <p>Once every 2 years</p> <p>Once every 2 years</p>	<p>Internal Fire Risk Assessors*</p> <p>Internal Fire Risk Assessors*</p> <p>Internal fire risk assessors*</p>
3	Low Rise Blocks of Flats – 1 to 5 storeys, up to 10 flats	Once every 3 years	Internal Fire Risk Assessors*

- Where practicable and resources allow internal resources to undertake FRAs will be in place from April 2025.

In addition to completing the FRAs, the external fire consultants will provide a list of prioritised recommended actions arising from these. These will be issued, managed and monitored electronically.

The allocation of resources to complete works identified in the action plans of fire risk assessments, will, in general, be in accordance with the risk level detailed in Table A above. The fire risk assessment sets out timescales for actions to be completed as shown in Table B below.

Where possible, any actions required will be built into existing planned programmes of works. Where this is not feasible, actions will be dealt with independently either individually or as part of new, standalone programmes of work. As indicated above, all actions will be monitored electronically.

Table B – FRA Actions Timescales

		Risk Level 1	Risk Level 2	Risk Level 3
Priority of Action	<b>U</b> (Urgent)	1 day	1 day	1 day
	<b>A</b> (High)	3 months	6 months	12 months
	<b>B</b> (Medium)	12 months	18 months	24 months
	<b>C</b> (Low)	18 months	24 months	30 months
	<b>R</b> (Recommended)*	Unlimited	Unlimited	Unlimited
	<b>Man1</b> (Management Action)	1 month	1 month	1 month
	<b>Man2</b> (Management Action)	3 months	12 months	24 months

Risk Rating Matrix			
Priority	Level 1	Level 2	Level 3
U	1 day	1 day	1 day
A	3 months	6 months	12 months
B	12 months	18 months	24 months
C	18 months	24 months	30 months
R	Unlimited	Unlimited	Unlimited
Man1	1 month	1 month	1 month
Man2	3 months	12 months	24 months
Man3	6 months	18 months	30 months
ManR	Unlimited	Unlimited	Unlimited

Timescales for the completion of actions arising from FRAs will be regularly reviewed and managed pragmatically between SLHD, City of Doncaster Council (CDC) and the external fire risk assessors, and may be changed where appropriate. Where it is sensible and safe to do so timescales may be amended, for example to fit in with pre-existing plans and programmes of work.

The Health, Safety and Compliance Team will monitor progress on an ongoing basis. Progress will also be reported on a monthly basis to Executive Management Team, and periodically to the Health and Safety Committee, Officer Liaison Board and SLHD Board.

The type 1 FRA will be reviewed on a regular basis to ensure the assessments are kept up to date, and will also be reviewed whenever:

- There is reason to suspect that it is no longer valid
- Following a fire.
- Change in building use.
- Change in working practices that may affect fire safety.
- Extensive refurbishment works.
- Following any inspection or audit that identifies significant issues or new risks.

Copies of FRAs will be held centrally. SLHD will retain the current FRA and the immediately preceding FRA only. SLHD will work towards digitally publishing FRAs for High Risk Residential buildings by December 2025 on the SLHD website. All other FRAs will be available upon request.

More intrusive fire risk assessments or surveys around compartmentation will be carried out as identified by any FRA recommendations or if there are reasons to believe that the compartmentation is not suitable in the building.

### 5.5 Self-Assessment

SLHD will continue to undertake self-assessments of its approaches, actions, policies and procedures in relation to fire safety, taking appropriate action as required following any assessment. In particular SLHD will continue to assess its performance against the Consumer Standards as set out by the Regulator of Social Housing. The Building Safety Regulator standards for high rise buildings Compliance against these standards are regularly reported to SLHD EMT and subsequent committees as part of existing governance arrangements.

### 5.6 Audit and Inspection

In addition to the formal FRA process and self-assessment against the consumer standards as outlined above, SLHD will from time to time, carry out their own further inspections and assessments of buildings, policies and processes. Any such assessments or inspections will be recorded, along with any resultant actions identified.

SLHD will also commission, from time to time, independent audits and checks on buildings, policies and processes for continual compliance assurances. Any findings from these will be shared accordingly as per existing governance structures.

SLHD will also undertake joint inspections and/or building visits with key stakeholders as and when required through an agreement with SYFRS. This will include facilitating and supporting any inspections by statutory bodies, regulators and the local Fire and Rescue Service as and when required. Again, any findings from these will be shared accordingly as per existing governance structures.

### 5.7 Responding to Change

SLHD will continue to monitor for any future proposed changes to legislation and compliance requirements in relation to fire. Where possible SLHD will not wait for change to occur and be prepared as an organisation to make changes that are likely to be required in advance of new legislation being enacted.

## 6.0 Achieving the INFORMATION objective

### INFORMATION OBJECTIVE

That SLHD holds sufficient, accurate and up to date information and records for the premises it is responsible for, in relation to fire safety, and makes this accessible as and where appropriate.

SLHD will achieve this objective through the following mechanisms:

#### 6.1 Digital Building Folder

Documents relating to SLHD managed buildings are currently stored in several different locations, both physically and digitally. SLHD will move towards creating centralised digital building folders for each building. These will be developed on a risk basis, starting first with all properties categorised as 'level 1' (as per the FRA methodology). These digital building safety files will be stored electronically in C365 and be made available to stakeholders on request and for submission to the Building Safety Regulator in April 2024.

#### 6.2 Building Safety Case

In compliance with the Building Safety Act, SLHD will create Building Safety Cases, initially for all high rise buildings during 2023 and 2024. The timescale for their completion will be in line with the Building Safety Act and Fire Safety Regulations. Longer-term this may be expanded to include more buildings.

#### 6.3 Individual Building Fire Strategies

Bespoke fire strategies will be produced for all higher risk residential buildings by April 2026. These are required to be completed by a registered Fire Engineer following the Grenfell Inquiry recommendations 2024.. The details of these will be provided to the local fire service as well as tenants and residents of the building.

#### 6.4 Secure Information Boxes (SIB)

All higher risk residential buildings have a secure information box (SIB) located in the common area, which can be accessed by the fire service in the event of an emergency. The Building Safety Team are responsible for ensuring that all SIBs are kept up to date. The content of the SIB will be bespoke to each building, but may include such things as:

- Plans of the building
- The fire safety manual
- Description of the building
- Information on occupants

- Details of key personnel
- Evacuation strategy
- Construction & layout
- Details of fire safety systems
- Any unusual features
- Keys to specific/ relevant equipment.

The contents of SIBs will be regularly reviewed by the Building Safety Team, and will meet all requirements as set out in legislation. Longer term SIBs may be extended into other identified buildings.

### 6.5 Access to Information

Advice on what to do in the event of fire is already readily available to tenants and residents living in all accommodation managed by SLHD. This is especially the case in high risk residential buildings where tenants and residents are regularly provided with updated information and reminders in relation to fire safety. SLHD will provide information to residents about the fire doors installed on their flats and those in the common areas. This information will be provided on an annual basis to the residents, or when new doors are installed or a change in tenancy.

However, SLHD's vision is to expand the range of information readily accessible to all tenants and residents, but especially those living in high risk residential buildings.

As indicated at 5.4, SLHD is working towards openly publishing FRAs for high risk residential buildings. In addition, SLHD plans to work with the high rise forum to identify other important and relevant information that should be made available to tenants and residents living in these buildings, and the most appropriate mechanisms for achieving this. The latter is a longer-term aspiration that will take some time to properly put in place, and is likely to align with information required by the Building Safety Act.

### 6.6 Sharing Information

In addition to sharing relevant information with tenants and residents, SLHD is committed to sharing information with other key stakeholders as appropriate. In particular this includes ensuring that the local Fire and Rescue Service has key information around our high risk residential buildings. The Local Fire and Rescue service will be provided with access to electronic information through C365, including but not limited to:

- General construction information (especially in relation to any external cladding).
- Basic floor plans.
- Information about fire-fighting equipment within buildings.
- Evacuation Strategy for these buildings.
- Any plans for significant refurbishment or changes in the way in which these buildings are used.
- Copies of FRAs for high risk residential buildings.

## 6.7 Keeping information up to date

SLHD will periodically undertake an asset data reconciliation to ensure adequate assurance is provided that fire safety data held against the organisations' property assets is accurate and up to date.

## **7.0 Achieving the MANAGEMENT objective**

### MANAGEMENT OBJECTIVE

That SLHD's day to day management of fire safety in its premises is effective, fit for purpose and carried out by competent persons.

SLHD will achieve this objective through the following mechanisms:

### 7.1 Housekeeping

It is important that the common parts that form escape routes from premises are kept free of combustible materials and ignition sources (sterile). Staff, tenants and residents are required to ensure that common corridors and staircases, which form the escape routes from the premises, are kept free of personal effects and possessions, and are not permitted to leave combustible materials or refuse in the common areas.

The storage of combustible materials and personal belongings is not permitted in electrical meter rooms, plant rooms and ancillary rooms.

Tenants and residents are not permitted to store or recharge mobility scooters or any other electrical device in the common parts of blocks of flats or sheltered housing, including corridors and staircases. The use of balconies for the storage of personal belongings should be minimised and no combustible materials should be stored on the balconies of HRRBs.

It is possible for mobility scooters to be stored inside a tenant's or resident's own flat. However, it is the tenant's or resident's responsibility to ensure that there is sufficient space to store it safely without obstructing their escape route from the flat.

### 7.2 Inspection

All high risk residential buildings will be subject to daily 'walk-downs'. In high-rise accommodation, these will be undertaken by our caretakers. Weekly walk downs are completed by the Building Safety Team and recorded on the compliance management system. Any items left in the 'sterile' communal areas will be removed and any other issues or repairs identified reported accordingly.

Lower risk blocks will be subject to walk downs on a 3 monthly basis. These will be undertaken by the Building Safety Team.

Whilst checks on fire doors (both common area doors and individual flat doors) already happen, a more structured rolling programme of both communal and individual fire door checks will be developed and implemented, with adequate resources provided to undertake this. The frequency of checks will be in compliance with the Fire Safety Regulations 2023. Frequencies may be increased based on risk, including type of building, occupancy and any current or recent issues (such as recent fires, ASB etc.) and will be in accordance with relevant legislation. As a minimum, SLHD will adopt the following inspection regime by March 2023:

<b>Building Risk Level</b>	<b>Common Area Doors</b>	<b>Flat Entrance Doors</b>
1	Quarterly	Annual
2	Quarterly	Annual
3	Quarterly	Annual

### 7.3 Tenancy Management

Collaboration and engagement with tenants and residents will always be the preferred option and approach in ensuring the safety of all concerned. Bespoke engagement strategies are in place to help and support more vulnerable tenants and those living in higher risk residential buildings.

Specific safety and compliance related conditions are built into the tenancy agreement to ensure all parties are clear about their responsibilities in this regard.

Where there is continued failure to adhere to tenancy conditions that compromise safety or where reasonable safety requests/instructions are repeatedly ignored, SLHD will take all appropriate and available action to ensure the wider safety of all tenants, residents and staff. This includes taking appropriate action where reasonable access is refused to individual properties to carry out essential safety inspections and works.

### 7.4 Leasehold Management

Collaboration and engagement with leaseholder residents will always be the preferred option and approach in ensuring the safety of all concerned. However, where there is continued failure to adhere to leaseholder conditions that compromise safety of other building users or where reasonable safety requests/instructions are repeatedly ignored, SLHD will take all appropriate and available action to ensure the wider safety of all tenants, residents and staff. This includes taking appropriate action where reasonable access is refused to individual properties to carry out essential safety inspections and works.

### 7.5 Communal Areas

All communal areas will be kept 'sterile'. Any items left in these areas may be removed by SLHD. Repeat occurrences will be dealt with under the principles identified at points 7.3 and 7.4.

There is a strict 'no smoking' policy in place across all communal areas covered by the Fire Safety Order. Managers are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no smoking' signs are clearly displayed at the entrances to, and within these premises. The smoking policy applies to the enclosed internal common areas including common staircases, corridors, plant rooms and communal rooms. Private domestic dwellings are exempt from the smoking policy. The policy does not prevent tenants or others from smoking in the privacy of their own homes, where it is acknowledged that some people may smoke.

#### 7.6 Balconies and walkways

SLHD will provide guidance to tenants and residents living in high rise buildings on the safe use of balconies. Where guidance is not followed, SLHD will follow the principles outlined in section 7.3 and 7.4 of this document.

#### 7.7 Person Centred Fire Risk Assessments (PCFRA))

All tenants and residents will be encouraged to notify the housing management team should they have any issues or concerns that would impact on them being able to self-evacuate in the case of fire. This will be reinforced in the building fire action notices and in other information and literature provided to tenants and residents. The Building Safety team will then work with any individuals who self-identify to develop a bespoke PCFRA. This information will be provided to the local fire and rescue service as well as being included in secure information boxes in buildings where these are present.

#### 7.8 Arson Threat

Arson is one of the most common causes of fire. SLHD will seek to limit the potential for arson by:

- The fitting of secure door entry controls to the entrance doors to premises where possible.
- Provision of additional security measures where appropriate, including, CCTV surveillance, concierge service, periodic inspections and general vigilance by staff.
- Reducing the storage of refuse and combustible material in close proximity to premises provides readily available ignition sources. Accordingly refuse bins will, whenever possible, be located in secure compounds and/or in safe areas kept clear of the premises to reduce the risk of arson.
- Refuse storage areas, including bin chutes where these are in operation, will be checked and emptied on a regular basis. Where provided, designated recycling areas and bins should be used.



- Periodic inspection of the communal areas of blocks of flats, as previously described, will be undertaken to prevent any unnecessary accumulation of refuse or combustibles being left in common areas by tenants, residents and contractors.

### 7.9 Permit to Work

All contractors working within any multi-occupancy buildings, either on behalf of the company or behalf of the tenant will be required to 'sign-in' with the relevant area housing office. No works that will impact on communal areas, including flat doors or compartmentation in any areas of the building will be permitted to proceed without prior approval from the Building Safety Team. This may include the need to review relevant documentation such as risk assessments and method statements.

SLHD reserves the right to reasonably refuse both access to buildings and actual works taking place where these could impact on the wider safety of the building or tenants and residents.

### 7.10 Evacuation Strategies

The fire risk assessment will identify the evacuation strategy for each building. It will usually be either:

- Stay put
- Simultaneous evacuation

Signage will be provided in common areas identifying what action is required in the event of a fire or an alarm sounding. In higher risk buildings residents will be communicated with on an annual basis with a reminder of this information.

### 7.11 Non-Residential Buildings

Common areas in non-residential buildings will be managed in similar way to those in residential buildings. The fire risk assessment will be used to manage the requirements of specific buildings.

Where buildings are workplaces, Person Centred Fire Risk Assessments (PCFRA) will be carried out for employees as required. General emergency evacuation plans will be in place for any visitors to the building.

Housekeeping will be managed to ensure that escape routes are kept sterile and free from obstructions. Fire detection and alarm systems will be in place as required with suitable testing, maintenance and servicing in place. Signage and firefighting equipment will be in place as identified.

Employees will be trained in general fire safety awareness using e-learning. Specific building fire safety information will be provided on induction and refreshed at regular periods. This will include fire drills and planned evacuations. Specific roles such as fire wardens will be provided with training and instruction, refreshed periodically.

## 8.0 Achieving the MAINTENANCE objective

### MAINTENANCE OBJECTIVE

That SLHD will ensure necessary maintenance in relation to fire safety is carried out in a timely manner and by competent persons.

SLHD will achieve this objective through the following mechanisms:

#### 8.1 Inspection and Testing

SLHD has rigorous ongoing inspections and testing programme for key pieces of fire safety related equipment and building safety measures, in addition to other statutory areas of compliance (such as gas and electricity). Frequencies of inspection and testing will always comply with minimum statutory requirements as detailed in legislation or best practice documents. In some instances, SLHD may choose to carry out inspection and testing over and above minimum requirements in higher risk buildings where it feels there is a benefit to do this.

#### 8.2 Maintenance

SLHD will continue to undertake all statutory planned and cyclical maintenance programmes. These will include but are not limited to:

- Annual inspection and test of gas installations.
- Five yearly inspection and test of fixed electrical wiring in common areas.
- Annual maintenance of smoke control devices
- Fire detection and alarm system servicing six monthly
- Annual Inspection of Flat Entrance Doors and quarterly inspection of communal doors in buildings greater than 11 meters in height
- Annual inspection and maintenance of fire suppression and misting systems
- Annual inspection and maintenance of Bin Chutes
- Dry riser servicing and maintenance six monthly

#### 8.3 Repairs

All staff, tenants and residents have a responsibility to immediately report any safety issues through our normal repairs reporting process, unless there are serious concerns which should immediately be reported to a member of the Executive Management Team. All repairs reported, either by customers or staff, will be dealt with in accordance with the company's repairs policy.

## 9.0 Achieving the PREVENTION objective

## PREVENTION OBJECTIVE

That SLHD will seek to reduce fire risk as far as practicably possible within the portfolio for which it is responsible. This could include undertaking pro-active enhancement works to the portfolio – over and above normal maintenance.

SLHD will achieve this objective through the following mechanisms:

### 9.1 Fire Safety and Prevention Measures

SLHD will adopt and implement appropriate fire safety and prevention measures as appropriate to each building and the level of risk. These could include any of the following:

- Fire Detection and Alarms
- Fire Extinguishers
- Fire Suppression Systems (Sprinklers)
- Fire Doors
- Wayfinder and General Signage
- Sterile Areas
- Emergency Escape Lighting
- Ventilation
- Compartmentation, including roof spaces

### 9.2 Best practice and innovation

SLHD will continue to monitor forthcoming changes or examples of innovation or best practice that emerge from within the wider housing, safety and construction sectors. This will be achieved through a range of mechanisms including but not limited to liaison and networking with peers, participation in webinars, conferences, briefings and seminars, formal training, carrying out peer visits and benchmarking, undertaking pilot studies and projects and utilising the knowledge and skills of our external fire expert.

SLHD will also continue to participate in relevant pilots and exercises that help test and strengthen overall approaches taken to achieve fire safety. This may include participating in further physical on-site exercises to test response and evacuation strategies in high risk residential buildings, such as exercises undertaken in the past at our high rise buildings in conjunction with South Yorkshire Fire and Rescue Service.

### 9.3 Responding to Fire Risk Assessment Actions

All fire risk assessment actions are reviewed upon receipt and allocated to the appropriate department to progress. Wherever possible, recommendations are incorporated into existing planned improvement programmes.

Timescales for the completion of actions arising from FRAs will be regularly reviewed and managed pragmatically between SLHD and the external fire risk assessors, and may be changed where appropriate. Where it is sensible and safe to do so timescales may be amended, for example to fit in with pre-existing plans and programmes of work.

Progress against these actions is monitored monthly and reported as part of the existing performance and governance framework to the Executive Management Team, Board and Doncaster Council.

Capital and revenue funding is set aside to support the delivery of the recommendations.

### 9.4 Management and Maintenance

As indicated earlier in this document (see sections 7 and 8), SLHD will continue to implement rigorous management and maintenance regimes as part of its approach to proactive fire safety prevention.

### 9.5 Adopting gateway principles

SLHD will work towards adopting the 'gateway' principles as outlined in the Building a Safer Future review when undertaking future improvement and maintenance works. This will ensure that the impact of any major changes to buildings through maintenance and improvement works are fully understood and appropriate measures are put in place to continue to ensure the safety of the buildings in question.

### 9.6 Capital Investment Programmes

In addition to ongoing maintenance programmes, and addressing specific actions arising from FRAs, SLHD will continue to carry out enhancement and improvement programmes, some of which will contribute to improved fire safety across the asset portfolio. Investment programmes will usually be funded via the Housing Capital Programme, although other external funding may be pursued from time to time where this is appropriate. Examples of investment programmes that have historically been implemented or may be considered going forward include, but are not limited to:

- Retrofit of fire suppression systems
- Fire door replacement programmes
- Enhancing existing ventilation systems
- Automatic opening ventilation
- Door entry system improvements
- Relocation of external bin stores
- Upgrading of smoke, heat and carbon monoxide detection
- Changing fire alarm systems as required

- Wayfinder signage
- Asbestos containing materials removal for communal areas

### 9.7 Stakeholder support

Prevention is more effective if all relevant stakeholders continue to work together to support a common aim and objective. For the avoidance of doubt, the key stakeholders in the delivery of this fire management plan will include:

- Doncaster Council
- Tenants and Residents
- South Yorkshire Fire and Rescue Service
- Appointed External Fire Expert (currently Savills)
- Appointed Passive and Active Fire Safety Contractors

SLHD will continue to utilise the experience, skills and input of these key stakeholders in ensuring fire safety across all the assets it manages. This will also require all stakeholders to fulfil their responsibilities and obligations in full and continue to cooperate, challenge, support and ‘play their part’ in keeping the buildings SLHD manages, and the people who live, work and visit these buildings, safe. To this end SLHD will design and introduce a concordat between SLHD, CDC and SYFRS before the end of 2023.

### 9.8 Procurement

SLHD has always placed safety and quality at the heart of its approach to procurement and recognises that cheapest is not always the best. SLHD will continue to take this approach and ensure that good quality and compliant materials and competent, skilled contractors remain central to all future procurement exercises.

### 9.9 Management of Contractors

Contractors appointed by SLHD are carefully managed both contractually and physically on site. Key, large scale construction projects are managed centrally by a dedicated commercial team with support as and when required from the Health, Building Safety and Compliance Team.

SLHD takes a zero tolerance approach to the use of sub-standard, non-compliant materials and poor workmanship, and will take all necessary precautions to prevent such instances occurring. SLHD will take all necessary action and use all powers available to deal with any failures by appointed contractors to adhere to these standards.

## 10.0 Achieving the ENGAGEMENT objective

### ENGAGEMENT OBJECTIVE

That SLHD will actively engage with all relevant stakeholders, in particular tenants and residents, in relation to effective fire safety management.

SLHD will achieve this objective through the following mechanisms:

#### 10.1 Tenant and Resident Engagement Strategy

SLHD has a dedicated tenant and resident engagement strategy specifically for higher risk residential buildings that links to the company's wider customer engagement strategy. This sets out the various ways in which SLHD will engage, involve and empower tenants and residents in all relation to the safe and effective management of our high risk residential buildings.

The Head of Building Safety will have responsibility for overseeing and ensuring the delivery of this strategy.

#### 10.2 Leaseholders

SLHD will continue to work with leaseholders in a variety of ways. Firstly, leaseholders will be actively encouraged to engage through the mechanisms identified at 10.1 above. However, in addition, SLHD will continue to meet its legal obligations around involvement and consultation in relation to works where any financial contribution is being sought through the terms of the lease.

#### 10.3 High Rise Forum

A high rise forum has already been established as a specific mechanism to engage and involve tenants and residents living in high rise accommodation on all aspects of service delivery affecting their homes. This includes both safety as a whole and ongoing management issues.

SLHD is fully committed to growing and developing this forum further, ensuring that tenants and residents living in high rise accommodation are empowered and involved in decisions that affect their home.

The forum will continue to meet regularly, as determined by its members, and will be actively involved in shaping and influencing decisions and policies. This will include but is not limited to:

- Discussing outcomes of fire risk assessments
- Influencing planned programmes of work
- Platform for raising safety concerns and issues
- Influencing individual building fire strategies

- Sharing ideas and best practice for improving management and safety of these buildings

#### 10.4 Listening to concerns

SLHD welcomes feedback from all key stakeholders, especially from those living in any properties we manage. Where possible and appropriate, tenants, residents and all other key stakeholders are encouraged to provide feedback or raise concerns directly with the relevant department.

If the matter relates to the building itself, its condition or the need for a repair, these should be reported through the normal repairs process by contacting the Customer Access Team on 01302 862862.

If the matter relates to any persons living or accessing the building, these concerns or issues should be raised with their local Housing Management Team.

Any immediate safety concerns can also be raised through the above channels or directly with a member of the building safety team by email to [buildingsafety@stlegerhomes.co.uk](mailto:buildingsafety@stlegerhomes.co.uk) and where required escalated to the Executive Management Team.

Whilst SLHD will always aim to resolve any concerns or issues at first contact, there may be occasions where an individual feels the need to escalate their issue. These issues can be escalated through the company's normal complaints procedure or through the whistleblowing processes directly to the Building Safety and Housing Regulator.

#### 10.5 Liaison with key stakeholders

As indicated throughout this document, SLHD will continue to work and share information with all relevant key stakeholders, and not just tenants and residents.

SLHD is keen to continue real engagement and involvement of key stakeholders by encouraging challenge, sharing of advice and expertise in all areas of fire safety. It will achieve this through the various mechanisms mentioned earlier in this plan, including participation in regular liaison meetings, forums and targeted exercises.

### **11. Achieving the COMPETENCY objective**

#### COMPETENCY OBJECTIVE

That SLHD will ensure that staff involved in fire safety and Housing Management are adequately trained and competent to undertake their fire safety related duties.

SLHD will achieve this objective through the following mechanisms:

### 11.1 External specialist support

SLHD has appointed a nationally recognised external fire safety specialist to provide independent challenge, advice and support on all aspects of fire safety. This ensures that SLHD has direct access to a broad range of skilled, highly competent fire safety 'experts' who can give advice and support to complement our own in-house teams.

### 11.2 Staff training and development

SLHD reviews and updates its corporate training plan on an annual basis. This plan makes provision for a range of training and up-skilling of staff in relation to fire safety. Fire safety training provided covers a number of different topics/issues and includes a range of learning medium from e-learning, webinars, conferences, job shadowing through to formal accredited, nationally recognised qualifications.

SLHD continues to monitor the emerging work of the national competency steering group and will further review and enhance if necessary, its approach to fire safety training and competence, once the findings of this group are finalised. This will include linking into and adhering to any proposed national competency standards for specific job roles associated with fire safety. This will ensure that all relevant staff are trained to at least the minimum standards required.

### 11.3 Accreditation

SLHD will continue to strive to achieve appropriate accreditations, both at an organisational and individual staff level, in order to demonstrate its commitment to and competence in relation to fire safety. Examples of accreditation include, but are not limited to:

- FIRAs
- BM TRADA
- Blue sky
- Construction gateway

### 11.4 Building Safety Manager

SLHD has appointed a competent building safety manager(s) and will recruit and embed a team of subject matter experts in building safety for its multi occupancy buildings.

## **12. Measuring Performance**

The success of this Fire Management Plan will be monitored in 2 ways:

1. Through the existing performance management framework, including the monthly reporting of performance indicators via the health, safety and compliance performance report.



2. By an annual statement of progress against the qualitative aspects, to be considered by the Executive Management Team.

### **13. Review**

This plan will be formally reviewed again in January 2028 or sooner should there be any material changes nationally or locally that affect this plan, including any changes to legislation.