

Paragon Asra Housing Limited

Fire Safety Policy

January 2018

Owning manager	Chris Whelan, Executive Director Development & Sales
Department	Business Development
Approved by	EMT – 24 January 2018
Next review date	January 2019

	Contents	Page
1	Policy Statement	3
2	Organisation of Fire Safety Management	4
3	Fire Safety arrangements	6
4	Linked policies	7
	Appendix 1: Fire Safety Committee Terms of Reference	8

Paragon Asra Housing Limited (PA Housing) is committed to equality and diversity. This policy has considered the Equality Act 2010 and its protected characteristics which are: race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage, civil marriage and partnership, and pregnancy and maternity explicitly.

We will make sure that all of our communication is fully accessible and to achieve this if a policy or document needs to be available in other formats we will provide them.

AUDIT LOG

Date of Change	Who updated	Details of the change

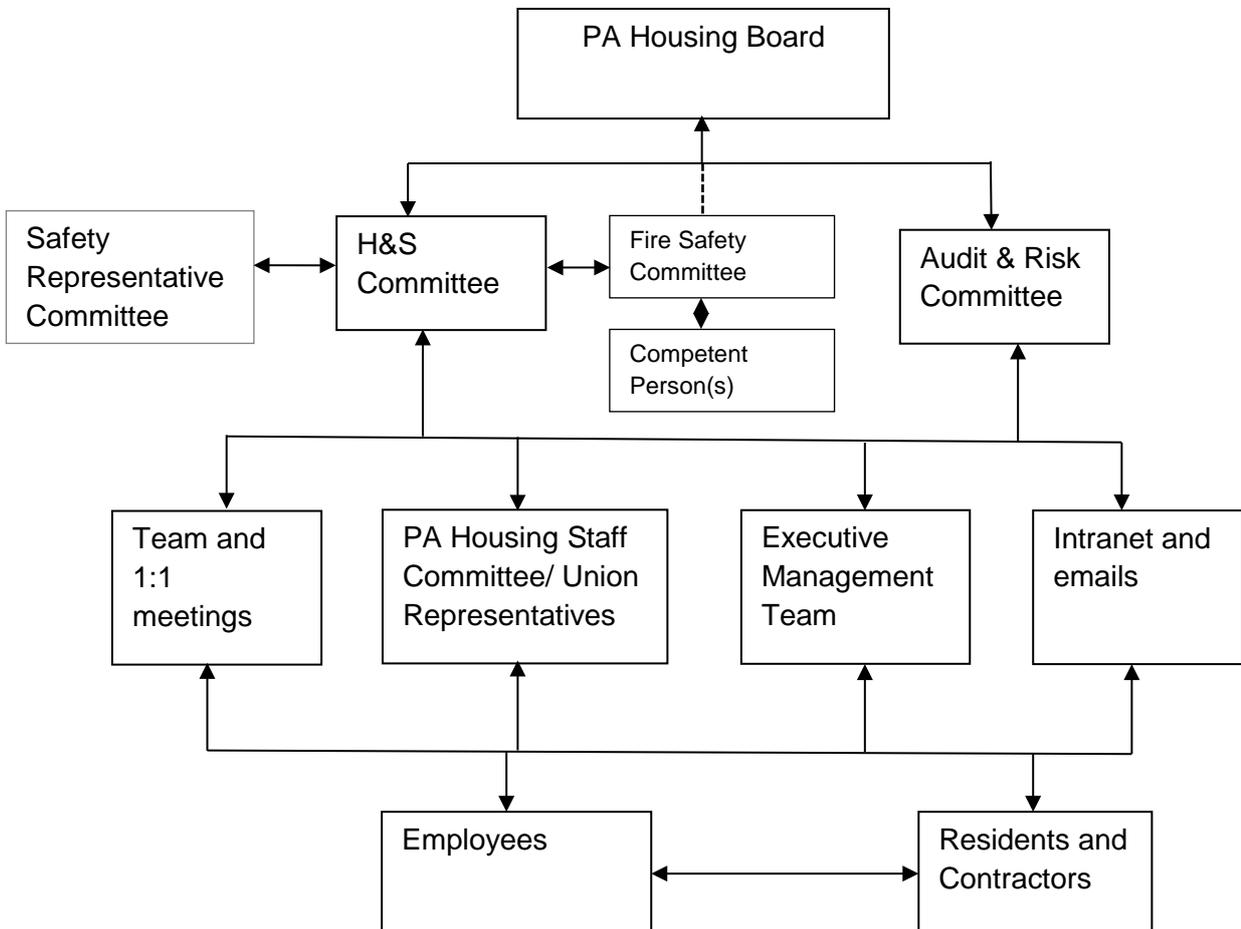
1. Policy Statement

- 1.1 As a social housing landlord, Paragon Asra Housing (PA Housing) acknowledges its legal and moral obligations in protecting lives from risk, so far as is reasonably practicable by having suitable systems and resources in place to ensure that all buildings and/or premises, including fire safety systems, will be maintained and appropriate procedures implemented. PA Housing's primary objective is to ensure that, in the event of fire, all occupants are protected from harm and able, should the need arise, to reach a place of relative safety.
- 1.2 As a relatively new entity PA Housing has different operational structures and delivery methods in the former Paragon and asra elements of the combined business. The operational objective underpinning this policy is to move towards a single approach to Fire Safety arrangements across the whole business by September 2018.
- 1.3 PA Housing's principal commitments are as follows:
- PA Housing will ensure that appropriate fire safety management systems and procedures are clearly defined and monitored.
 - PA Housing will ensure allocation of responsibilities, duties and standards for:
 - Fire safety management, incorporating the principles of prevention, active and passive fire protection and emergency response.
 - The provision, installation, testing and planned maintenance of fire safety equipment, devices, alarms and extinguishing systems.
 - The implementation of fire emergency plans including evacuation procedures, first response firefighting, contacting the emergency services, and emergency co-ordination.
 - Staff training
 - Monitoring and auditing all fire safety management systems and procedures
 - PA Housing will ensure suitable and sufficient fire risk assessments are undertaken which will identify standards for:
 - Means of escape, fire alarm and extinguishing systems consistent with occupation and use, to support a safe evacuation.
 - The control of combustible, flammable and/or explosive materials.
 - PA Housing will ensure the development and implementation of;
 - Suitable staff training in fire safety awareness and management.
 - Emergency procedures to ensure early recovery from an unforeseen incident involving fire, in order to maximise safety, minimise harm and enable operations to continue.
 - Briefing residents, staff and our contractors about emergency evacuation procedures

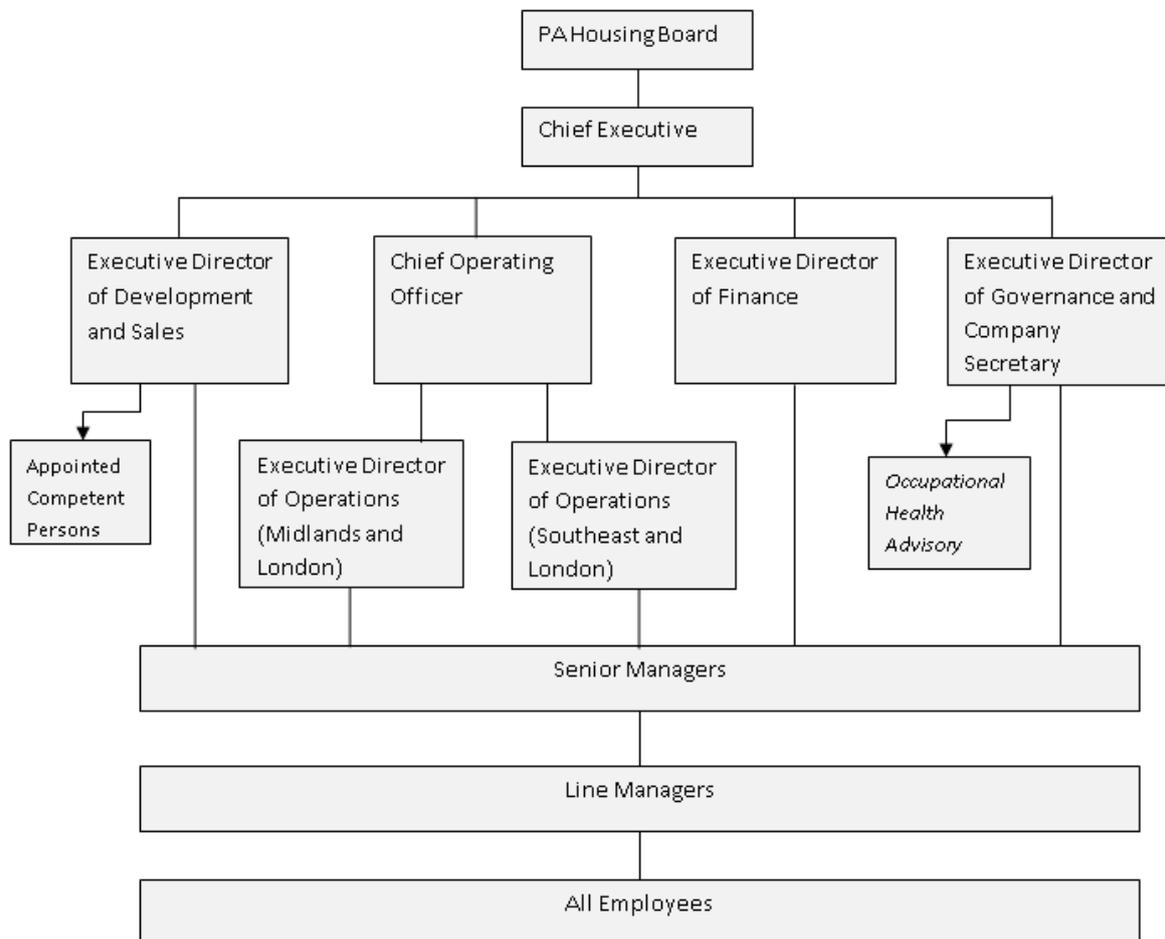
Achieving these objectives will ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

2. Organisation of Fire Safety Management

2.1 Organisation structure for Fire Safety communications and consultation



2.2 Organisation for Fire Safety Management



2.3 Roles and responsibilities

- The **Board** has overall responsibility for fire safety management at PA Housing, and has delegated responsibility and authority for its day to day delivery and monitoring to the **Chief Executive** who has delegated operational responsibility to the **Executive Management Team**.
- The **Executive Management Team** has responsibility for fire safety management in their areas of business responsibility. The Executive Management Team is to provide access to Competent Persons as required throughout their business areas.
- The **Executive Director of Development and Sales** has been delegated responsibility for the monitoring of fire safety management across PA Housing, including the delivery of the Fire Risk Assessment programme.
- The **Executive Directors of Operations** have been delegated responsibility for the day to day fire safety management for all properties within their regions, including the asset management (installation, repair, maintenance and testing of fire safety equipment and the repair and maintenance of the building fabric), housing management and co-ordination with other managing agents, employers and contractors who have responsibilities for premises where PA Housing has property interests.
- The **Executive Director of Finance** is responsible for ensuring that the annual budget contains appropriate final provision for all required Fire Safety works and Improvement programmes identified both through the FRA process and by the Asset Management Teams. This shall include ensuring that resources are made available for emergent fire safety works. The Executive Director of Finance is also responsible for ensuring that fire safety management, including the Fire Safety Improvement Programme is periodically independently audited.

3. Fire Safety arrangements

3.1 The Compliance Manager/H & S Consultant as Competent Person(s) shall:

- Implement and manage the PA Housing Fire Risk Assessment Programme
- Report to the Executive Director of Development and Sales and the Fire Safety Committee on the progress and performance of the programme, in accordance with approved Key Performance Indicators (KPIs) which shall include:
 - The Fire Risk Assessment Programme.
 - Completion of fire risk assessment identified remedial actions and recommendations
- Manage the recording, reporting, investigation and analysis of fire incidents and fire related enforcement authority activity within PA Housing property.
- Liaise on behalf of PA Housing with local authorities, the HCA, and fire and rescue services on matters relevant to fire safety, including the overseeing of an effective response to any fire safety enforcement actions (formal and informal) taken by an Enforcing Authority, or to any goodwill fire advice provided by such and Authority.
- Manage the review and acceptance any design fire strategy proposals for redevelopments or new developments.
- Review for approval alterations to properties or changes of use of properties affecting fire safety, alteration of existing or installation of new fire safety equipment and systems, and fire safety projects.

- Together with the Asset Management Team work with the Primary Authority Partner constructively in accordance with the provisions of the Partnership Agreement.

3.2 Asset Management shall:

- Manage the installation, maintenance, repair and periodic testing of fire equipment and systems provided for fire safety (such as fire extinguishers, smoke detectors, automatic detections and alarm systems, etc.)
- Recommend for approval by the Fire Safety Committee, then subsequently implement, monitor and report progress on an Annual Fire Safety Improvement Programme
- Manage the response or completion as appropriate of fire risk assessment actions relevant to fire safety equipment or design elements of the properties in relation to fire safety.

3.3 This policy acknowledges that there numerous operational roles with responsibility for property and tenancy management, whose titles vary depending on both the region of operation and type of property managed. For simplicity this policy includes them under the heading of Housing. **Housing** shall:

- Support resident liaison.
- Manage the response or completion as appropriate of fire risk assessment actions relevant to the management of the properties or tenancies, (such as inappropriate storage, fly tipping, hoarding, etc.)
- Consult the Compliance team regarding residents believed to be a greater risk in the event of a fire, (hoarders, individuals with a history of causing fires, or identified through the Personal Emergency Evacuation Plan review process as high risk, etc.)

4. **Linked policies**

Business Continuity

Health and Safety

Risk management Framework

Appendix 1: Fire Safety Committee Terms of Reference

1. Responsibilities of the Fire Safety Committee

1.1 The Fire Safety Committee is the steering group to support the work of the Health and Safety Committee with regards to fire safety in PA Housing. It is responsible for reviewing and monitoring the management of fire safety matters affecting PA Housing and providing reports on fire safety performance to the Health and Safety Committee.

1.2 The Fire Safety Committee will:

- I. Regularly review PA Housing's Fire Safety policy, procedures, standards and the arrangements for Fire Safety across the business and make recommendations to the business and the Health and Safety Committee in relation to the requirements for necessary improvements.
- II. Consider and recommend to the Health and Safety Committee for approval the operational Fire Safety policies and procedures and as well as component, material and fire safety equipment standards.
- III. Monitor the effectiveness of fire safety management systems to ensure the health and safety of staff, residents, clients, contractors and partners are protected.
- IV. Monitor the delivery of the Fire Risk Assessment programme.
- V. Review the implementation of fire risk assessment recommendations.
- VI. Agree the content of, and monitor the delivery of, the annual Fire Safety Improvement programme.
- VII. Review and consider fire safety related matters arising from the minutes of the Health and Safety Committee meetings, responding to or directing further follow up as appropriate.
- VIII. Monitor the effectiveness of the Primary Authority Partnership.
- IX. Look at potential future works and emerging trends in relation to fire safety.
- X. Review and support any necessary action in relation to Enforcement Notices.
- XI. Review fire incidents and consider lessons learnt and how to minimise reoccurrences.

2. Composition and proceedings of the Fire Safety Committee

2.1 The Committee will be co-chaired by the Executive Directors of Operations, and will include as a minimum the Executive Director of Business Development and Sales, the H & S Consultant, the Compliance Manager and other competent persons as required, the regional Heads of Asset Services and the managers responsible for the delivery of the Fire Safety Improvement programmes for the regions (or an appointed alternate).

2.2 The initial membership is as follows:

Fire Safety Committee	
Executive Director of Operations (South East and London)	Ian Watts (Co-Chair)
Executive Director of Operations (Midlands and London)	Patrick Taylor (Co-Chair)
Executive Director of Development and Sales	Chris Whelan
Compliance Manager/H&S Consultant	
Compliance Manager	Kevin McHugh
Health & Safety Consultant	Liz Ferrier
Head of Asset Services (South East and London)	Charles Ellis
Project Manager Fire Safety (South East and London)	Barry Morgan
Head of Major Projects & Reinvestment (Midlands and London)	Michele Walker
Fire Safety Manager (Midlands and London)	Gary Broadhurst

2.3 The Committee will meet monthly.

3. Reporting

3.1 After each meeting; minutes of the meeting along with any supporting reports and documentation will be sent to Executive Director of Development and Sales for circulation to the Health and Safety Committee members and discussed as appropriate at the next Health and Safety Committee meeting. The minutes will be made available to staff via the intranet.