



Bristol City Council Housing and Landlord Services

Fire Safety Policy

Version 1

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History of most recent policy changes			
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2012	All	Policy created	
2021	All	New Format; Update since 2012	Fire Safety Act 2021 - GOV.UK (www.gov.uk)
2024	All	Cyclical review, policy scope widened	Fire Safety (England) Regulations 2022 - GOV.UK (www.gov.uk)

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Policy statement

- 1.0 Bristol City Council (BCC) have a duty of care to take all reasonable steps to prevent and control the risk from fire in all of the properties that it owns or manages.

This updated Fire Safety policy outlines BCC's Housing and Landlord Services (HLS) approach to minimise the risk of fires starting and spreading in BCC owned residential properties and how BCC HLS will safeguard tenants, leaseholders, staff, contractors and visitors in the event of fire.

This policy and related procedures will set out the management framework that must be adhered to in order to maintain compliance to relevant regulatory and other sector standards and codes of practice.

2.0 Policy aims and objectives

- 2.1 The main aims of this policy are to:

- Ensure the safety of all people living, working in or visiting residential properties owned/managed by BCC and protect BCC assets from the risk of fire.
- Provide an overview of our approach to ensuring fire safety within our residential properties and demonstrate how BCC HLS complies with Fire Regulations.
- Ensure alignment and adherence to current legislation and government policy on fire safety; as well as ensuring we meet the regulatory standards set out in the Regulator for Social Housing's [Regulatory Framework for Social Housing](#). The principal legislation and guidance relevant to this policy is listed in Appendix 2.
- Ensure suitable resources are in place to prevent the cause and spread of fire and if/when they occur to minimise their impact within communal areas and individual properties.

3.0 Roles, responsibilities and authority

- 3.1 The Regulatory Reform (Fire Safety) Order 2005 (as amended) hereafter referred to as the FSO - requires that an employer identifies a 'responsible person' who will ensure that all fire safety requirements are met and that procedures are followed. This employee must be senior enough to have influence on decision-making and resource allocation to ensure fire safety legislation is fully considered and complied with. Roles and responsibilities are detailed in Appendix 1 of this policy.

- 3.2 Some BCC staff may also be designated as 'competent person(s)' in relation to fire safety. A 'competent person' in this context can be defined as one who has sufficient training and experience or knowledge and other qualities to enable them to properly to assist in undertaking the preventive and protective measures as defined in the FSO.

4.0 Scope

- 4.1 This policy covers all homes, land and communal areas owned and/or managed by BCC HLS. This policy also applies to leaseholders that own flats in premises owned by BCC HLS. It does not apply to Corporate/Non-domestic buildings managed by Facilities Management/BCC Corporate Property services.
- 4.2 It is relevant to all BCC HLS employees, residents, contractors, stakeholders and other persons who may work on, occupy, visit, or use our premises, or who may be affected by our activities or services.
- 4.3 The policy should be used by all to ensure they understand the obligations placed upon Bristol City Council HLS to maintain a safe environment for residents and employees, within the home of each resident, and within all communal areas of buildings and other properties we own and/or manage. Adherence to this policy is mandatory.

5.0 The policy

5.1 Fire Risk Assessments (FRAs)

- 5.1.1 A Fire Risk Assessment (FRA) is a comprehensive evaluation of a building to identify hazards that could pose a fire risk and the actions that are necessary to address risks so they are either eliminated or reduced to an acceptable level. All BCC premises to which the FSO 2005 applies will have an FRA based on the PAS-79 specification.
- 5.1.2 FRA's are undertaken by an external contractor and are reviewed by the Fire Safety Manager (BCC, Building Safety Team) as the competent person. The frequency of inspection is determined by such factors as the structure of the building, the fire measures currently in place and the profile of the residents, amongst other considerations. General timescales are as follows, although this is dependent on the assessment by the fire risk assessor which could result in changes to the frequency of stated timescales:

Fire risk assessment frequency by risk category

High risk

Includes for example, high-rise buildings (18m or 7 storeys or more), supported housing, sheltered housing, and any other housing stock identified as high risk through a Fire Risk Assessment (FRA).

Frequency: Annually

Medium risk

Includes, for example, blocks that are at least 11 metres or 5 storeys in height

Frequency: Every 2 years

Low risk

Any other residential blocks which do not fall into the above categories, such as low-rise purpose built general needs blocks.

Frequency: Every 3 years

The Fire Safety Manager samples 10% of all submitted FRAs for audit and quality assurance purposes.

5.2 Follow-up Work - Timescales

5.2.1 Risks will be assessed in accordance with the guidance set out in PAS-79. Prioritisation and timescales for follow up work will be as follows:

- **P1** – Intolerable risk. Issues are resolved (or proportionate interim measures are put in place to mitigate risk) within 24 hours.
- **High Priority Matters** – are serious breaches of the Regulations that require immediate attention, even if some items require an extended period of time to complete. Timescale – within 3 months.
- **Medium Priority Matters** – are breaches of the Regulations that should be completed as soon as possible. Timescale – within 6 months.
- **Low Priority Matters** – are considered to be good fire safety practice. Timescale – within 12 months or delivered as part of a planned programme.

5.3 Person Centred Fire Risk Assessments (PCFRAs)

5.3.1 BCC HLS recognise that some residents may be at greater risk than others, of having a fire start in their property, or being able to safely exit in an emergency situation. We will adopt a person-centred approach to fire safety, taking prompt, appropriate and tailored action to safeguard residents. Depending on the type of accommodation this may be carried out for groups or, in some cases, for individual residents. The risk assessment will consider any particular factors that might lead to an increased risk of fire, any vulnerabilities known to BCC which may prevent a resident responding to fire alarm signals or signs of fire, or to escape in the event of fire. BCC will ensure that it deals with issues with an appropriate balance of firmness and sensitivity as required to ensure the safety of residents.

5.3.2 BCC HLS will act in accordance with its Public Sector Equality Duty (PSED) and also ensure that no potential or current resident is treated less favourably on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation in the implementation of this policy. An equalities impact assessment (EqIA) will be completed for this Fire Safety Policy.

5.4 Fire Strategy for High-Rise, High Risk Residential buildings

5.4.1 A fire strategy reviews all aspects of a building's fire safety features to ensure it is fit for use for the end user of the premises or intended purpose group. BCC HLS will ensure that all high-rise, high risk residential buildings will have a documented Fire Strategy for each building, bringing together all the fire safety information relating to it.

5.5 Reporting of Fire Incidents

5.5.1 BCC staff should report any incidents of fire, regardless of how minor, to the Building Safety Team. The information will be used to understand trends and apply lessons to prevent reoccurrences. BCC 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.

5.5.2 BCC HLS will ensure there is a robust process in place to investigate and manage all RIDDOR notifications made to the HSE in relation to fire safety and will take action to address any issues identified and lessons we have learned, to prevent a similar incident occurring again.

5.6 Evacuation

- 5.6.1 The evacuation policy for each residential block will be stated clearly in the fire risk assessment. The approach adopted will then be clearly communicated to residents by means of a suitable Fire Action Notice in the communal areas. These will be reviewed every 12 months, changed if necessary or repeated in accordance with the requirements of the Fire Safety (England) Regulations, 2022.
- 5.6.2 Evacuation policies for each building will be specific to that building, however, in general:
- Purpose built accommodation will have a **'stay put'** policy. This means that only the residents of the flat of fire origin need to escape initially, while other residents may remain in their own flats unless their flat is affected by fire or smoke, they feel threatened, or they are instructed to leave by the fire and rescue service. The reason for this is the construction of each flat in purpose-built blocks of flats helps contain the spread of fire (known as 'compartmentation').
 - Non-purpose built or converted accommodation will have a **'simultaneous evacuation'** policy. Older, converted flats have a different construction from that of purpose-built flats, with floors and/or walls that have less fire resistance. For this reason, the fire risk assessments for these blocks usually require communal fire alarm systems with a simultaneous evacuation policy.
 - If a fire risk assessment identifies deficiencies in a building with an existing 'stay put' policy, the evacuation policy may change to 'simultaneous evacuation' until any such deficiencies can be addressed.

5.7 Fire Fighting Equipment

- 5.7.1 BCC HLS **will not** provide fire extinguishers in the communal areas of purpose-built blocks of flats in accordance with National Guidance such as the Local Government Association's [Fire Safety in Purpose-Built Blocks of Flats](#) (2011). Other firefighting equipment, such as fire blankets, may be provided in the kitchen areas of community rooms in purpose-built blocks of flats.
- 5.7.2 Fire extinguishers will still be provided, as specified in the Fire Risk Assessment for the building, in rooms that are not accessible to the public, such as boiler rooms, lift motor rooms etc. and suitably identified BCC staff who may operate in these areas will be trained in the use of this equipment. Contractors who may be required to work in these areas will also need to demonstrate that they are trained in the use of such equipment.
- 5.7.3 Where installed, BCC will 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 inspections will be kept.

5.8 Training

- 5.8.1 BCC will ensure that all operatives working for, or on behalf of the Council have the relevant training required for their role. This will be managed via periodic assessments of training needs and resulting programmes of internal and/or external training.
- 5.8.2 BCC may also provide training in the operation of firefighting equipment for suitably identified staff, for use only in the areas where such equipment is provided, such as boiler rooms, etc.

5.9 Communal Fire Alarms¹

5.9.1 In properties where fire alarm systems are installed in the communal areas, such as in non-purpose built or converted accommodation, these will be installed, maintained, inspected and tested by a competent service provider in accordance with the relevant British Standard. Records of all visits and tests will be kept.

5.10 Emergency Escape Lighting

5.10.1 Emergency escape lighting will be installed, maintained, inspected and tested by a competent service provider in accordance with the relevant British Standard. Records of all visits and tests will be kept.

5.11 Sprinklers and Smoke Control Systems

5.11.1 Sprinkler systems are now being installed in BCC's high-rise residential buildings. These will be installed, inspected and tested by a competent person in accordance with the relevant British Standard. Records of all visits and tests will be kept.

5.12 Passive Fire Protection (PFP)

5.12.1 Passive fire protection (PFP) helps restrict the spread of fire and smoke and shields escape routes long enough for occupants to exit a building safely. It includes, for example, fire protection to the structural frame of a building and fire-resisting doors, walls and partitions.

5.12.2 For buildings above 11 metres in height (typically, a building of five storeys) BCC HLS will, on a best endeavour basis, inspect all flat entrance fire doors and fire doors in communal areas in accordance with the timescales set out in the [Fire Safety \(England\) Regulations 2022](#). For buildings under 11 metres, we will refer to [Home Office](#) or other relevant Article 50 guidance.

5.12.3 Checks will ensure that fire doors are correctly installed, of the right specification and maintained in working order, including an effective, working self-closing device and will be undertaken by competent person(s).

5.12.4 When commissioning contractors or when any in-house works are undertaken BCC HLS will ensure that PFP is maintained intact or suitably replaced or repaired with like for like materials to ensure the fire integrity is preserved.

5.13 Premises Information Boxes (PIB)

5.13.1 A PIB will be installed at each high-rise residential building comprising of two or more flats. The [National Fire Chiefs Code of Practice](#) will be followed with respect to installation, contents, maintenance and review.

5.14 Keeping Records

5.14.1 BCC will keep records of tests, maintenance, any safety training and all relevant 'golden thread' information relating to each residential building of two or more flats. Records may be kept in various formats to suit the use and occupation of the building (ie. paper hardcopy records/logbook and/or stored in digital format) and will be used to inform performance monitoring.

¹ Alarms installed within individual flats are covered in our Fire and Carbon Monoxide Detection Policy.

- 5.14.2 All records will be kept secure and available for inspection on request. Records will be kept and stored for as long as required, as specified in Bristol City Council's [Retention schedule](#),
- 5.14.3 An audit of all records will be included in the fire safety risk assessment process and at any time deemed necessary – for example following information that the checks are not suitable or sufficient, or as part of internal/external review/audit.
- 5.14.4 For further information about the Council's commitment to the General Data Protection Regulations (GDPR), visit the Council's website at [Data Protection Policy](#).

5.15 Smoking

- 5.15.1 Smoking is not permitted in communal areas, doorways, and refuse areas and signage is displayed informing residents of this.

5.16 Signage

- 5.16.1 Every new tenant within a residential building comprising of two or more flats will receive information regarding fire safety arrangements for that building. This information will be reviewed and updated in accordance with the Fire Safety (England) Regulations, 2022.
- 5.16.2 Where required, communal areas of residential buildings will 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. Signs denoting the floor identification numbers and flat indicator signs accessed on each floor will be prominently displayed on each floor. Signs will be on a contrasting background, easily legible and readable in low level lighting conditions or when illuminated with a torch.

5.17 Communal Areas (Sterile Approach)

- 5.17.1 BCC HLS adopts a 'managed approach' for ensuring safe escape routes in low-rise blocks. This involves a risk assessment process and inspection system to be carried out for communal areas. 'Banned items' (such as mobility scooters, motorbikes, e-scooters, gas cannisters etc) that are left within communal areas will be removed within 48 hours in low-rise blocks.
- 5.17.2 In high-rise blocks (a building over 18 metres) a stricter approach is applied - any hazardous or obstructive items left in communal areas will be removed immediately.
- 5.17.3 Every block has its own guidelines on what can and can't be left in corridors. Guidelines can be found in the main foyer of the block. See also, the BCC [website](#).

5.18 Mobility Scooters/E-Bikes/E-Scooters

- 5.18.1 The storage and charging of Mobility Scooters or any other type of personal electric vehicle (ie. e-bikes or e-scooters) in the communal areas of blocks of flats is **not permitted**. Such items must be stored and charged within the resident's home, unless there are specific storage facilities set aside for this purpose available on site. Information on the safe storage and charging of e-bikes/scooters can be found at the government's [Fire England](#) website.

5.19 Gas and Electrical Safety

- 5.19.1 This is covered in our Gas Safety and Electrical Safety policies respectively. Building/individual heating systems are annually serviced to ensure compliance with the Gas Safety (Installation and Use) Regulations 1998. For electrical installations, BCC HLS complete an inspection and testing programme at regular intervals based on BS7671 wiring regulations on all tenanted homes. BCC currently works on a ten-year testing programme and is committed to move towards a five-year programme in accordance with best practice.

5.20 Fire & Rescue Service Liaison

- 5.20.1 The Building Safety Act 2022 requires that BCC have a relationship with the Fire & Rescue Service (FRS) and co-operate with all requests for information. This may include supporting site visits from various staff to facilitate a clear understanding of the building layout and how FRS would manage any emergency.
- 5.20.2 There is now a requirement to notify local fire and rescue services if a fire safety asset, such as lifts, sprinklers etc, are or will be out of service for more than 24 hours in order to ensure that the FRS can make alternative arrangements in the provision of equipment until the equipment is back in service. BCC HLs will:
- Ensure that monthly inspections are undertaken on any lifts above 18 meters to ensure the recall feature is in working order and provide this report to Avon Fire and Rescue Service (AFRS)
 - Report major faults to fire safety assets (i.e. where a lift is out of action for more than 24 hours) immediately (upon becoming aware of such major fault) to AFRS
 - Endeavour to notify AFRS of any changes/upgrades to BCC lifts (high rise blocks) as soon as they are agreed and before any changes take place.
 - Keep AFRS fully informed of changes to the lifts as soon as they are agreed and before any changes take place.

5.21 New Developments/Extensions/Material Change of Use

- 5.21.1 Where a building is erected, extended, or has undergone a material change of use, and the FSO 2005 applies to that building or extension, Regulation 38 of the Building Regulations for England and Wales requires that a package of fire safety information which records the fire safety design of the building or extension must be assembled and given to the 'responsible person' for the premises at the completion of a project, or when the building or extension is first occupied.
- 5.21.2 Where a new asset is being developed by or on behalf of BCC HLS the Project Lead is required to ensure that the requirements of the Fire Safety Order and Building Safety Act 2022 have been addressed within the design, and that the building maintenance, health and safety file, and Regulation 38 information is provided at handover of the building.
- 5.21.3 Where a purchased property is an existing new/or older asset the acquiring officer shall ensure that the requirements of the Fire Safety Order have been addressed as part of the acquisition process and that a fire risk assessment is undertaken.
- 5.21.4 [Approved Document B](#), Volumes 1 & 2, 2010 edition (with 2019 amendments) provides a guide to the type of information that will need to be provided. This will vary depending on the complexity of the building.

5.22 Hot Work

- 5.22.1 'Hot work(s)' can be defined as work activities that involve the application or generation of heat while they are being carried out. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.
- 5.22.2 BCC expects external contractors to manage hot works and issue permits to work when and where appropriate. This should be identified within Risk Assessment Method Statements (RAMS) and Construction Phase Plans (CPP). The information must include details of the appropriate control measures taken to ensure that all work and Health and Safety/Fire

Safety procedures are followed and managed in accordance with the works and risks. These safety documents are submitted for checking and agreement to BCC surveyors and project managers prior to works commencing.

- 5.22.3 Works carried out by 'in house' trades are subject to Health and Safety conditions that impose controls to reduce risk. All works are subject to a risk assessment under the [Management of Health and Safety at Work Regulations 1999](#).

5.23 Resident Engagement

- 5.23.1 BCC HLS will establish a resident engagement strategy and communication programme. This will support residents, including vulnerable and hard to reach residents, in their understanding of fire safety, advise them of how they can keep themselves and other residents safe, and encourage them to report any fire safety concerns.
- 5.23.2 BCC HLS will share information clearly and transparently and will ensure that information is available to residents via regular publications and information on our website and will involve residents in decisions about fire safety via a range of appropriate resident engagement channels.

5.24 Resident Responsibilities

- 5.24.1 The Fire Safety Act has increased duties on landlords/building owners, but also includes increased responsibilities for tenants, leaseholders and occupiers. The following is not an exhaustive list, but such responsibilities include:
- Keeping communal areas like hallways, staircases and fire exits clear at all times of anything that could catch fire or get in someone's way during an emergency evacuation. Items like mobility scooters, bicycles, e-bikes and other large items should not be stored in communal areas. Items that could put people at risk will be removed and may be disposed of and BCC HLS may need to be stricter about this in some buildings.
 - Tenants/leaseholders have a legal obligation to let BCC HLS representatives into their homes to carry out important safety checks and works. This is to keep everyone safe. All of our staff and contractors will always carry photo ID.
 - Tenants/leaseholders should always follow health and safety advice or instructions.
 - Keeping fire doors closed and following the building's procedure for fire evacuation.
 - Always asking permission from the Council first before carrying out any alterations to the property.
 - Never removing door closers and never removing or changing any door, particularly the front door to the property. This includes changing letterboxes or fitting a cat flap. Such changes can make homes less fire safe and may put the tenant/leaseholder or their family and neighbours at risk.
 - Not damaging, removing or interfering with relevant safety items, such as fire doors, signage, sprinklers, smoke alarms or fire extinguishers and using balcony areas safely.
 - Telling the Council if they or someone they live with would need help to get out of their property in emergency.
 - Reporting to the Council any incidents of other people in the building behaving in a way that could make the building less fire safe – for example storing things in communal areas or changing fire doors.

5.25 Non-Compliance/ Escalation Process

- 5.25.1 For the purposes of this policy, non-compliance is defined as 'any incident which may result in a potential breach of legislation or regulatory standard, or which causes a risk to health or

safety'. All non-compliance issues will be reported and escalated as soon as possible. Incidences of operational non-compliance should be reported to the relevant service area in the first instance (ie. Responsive Repairs, Mechanical and Electrical Team etc).

- 5.25.2 In cases of serious non-compliance, the Director of Housing and Landlord Services in consultation with the Homes and Housing Delivery Committee will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the HSE.

5.26 Performance Reporting

- 5.26.1 Robust key performance indicator (KPI) measures will be established and maintained to ensure BCC HLS is able to report on performance in relation to fire safety. At a minimum, these will include the fire safety performance indicators (BS02) listed in the [Tenant Satisfaction Measures](#).

6.0 Glossary of terms/acronyms used

- Article 50 Guidance: Mandatory guidance used to assist responsible persons in the discharge of their fire safety duties.
- AFRS: Avon Fire and Rescue Service
- BCC: Bristol City Council
- BSA: Building Safety Act, 2022
- Common parts/communal areas: The shared parts of a building, e.g. grounds, paths, stairs, corridors, entrances, bin stores, storage areas, laundry areas, balconies, communal lounges, communal kitchens, community spaces, integral parking areas.
- Compartmentation: A method of passive fire protection by subdividing a building into fire-resistant compartments to contain or limit the spread of fire, smoke, and gases.
- CPP: Construction Phase Plans – health and safety management documents outlining how work will be undertaken safely.
- FRA: Fire Risk Assessment
- FRS: Fire and Rescue Services
- FSO 2005: The Regulatory Reform (Fire Safety) Order, 2005
- Golden Thread: Detailed standards, structural and safety information about a building used to inform risk assessments for high-risk buildings.
- HLS: Housing and Landlord Services
- HSE: Health and Safety Executive
- PAS: Publicly Available Specification
- PFP: Passive Fire Protection – products installed in a building to improve its fire safety rating.
- PIB: Premises Information Box – securely stores essential building information for fire and rescue services.
- RAMS: Risk Assessment Method Statement – outlines procedures for specific tasks or projects.
- RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Appendix 1: Roles and responsibilities

Homes and Housing Delivery Committee

Housing related decisions will be made by the Homes and Housing Delivery Committee. The political leadership of the Council is responsible for:

- Planning and setting the strategic direction for all aspects of fire legislative and best practice compliance.
- Overseeing adequate resourcing and advice for the implementation of a robust fire safety management system.
- Overseeing fire safety performance proactively and reactively including appropriate performance indicators and periodic audits.
- Ensuring fire and other health and safety implications are taken into account in all political decision making.
- Periodically examining the effectiveness and continuous improvement for the key objectives of this policy.

Executive Director of Growth and Regeneration (Responsible Person)

The Executive Director of Growth and Regeneration is currently the responsible person under the Regulatory Reform (Fire Safety) Order, 2005 (as amended) and acts as the main duty holder and who has oversight over progress and performance.

Director of Housing and Landlord Services

The Director of Housing and Landlord Services has overall control of BCC's Housing stock and is responsible for:

- Managing all aspects of fire safety compliance for BCC's Housing Revenue Account (HRA) premises.
- Ensuring accurate collation and management of asset component data through Stock Condition Surveys to adequately inform fire safety compliance programmes.
- Demonstrating compliance with current fire safety regulation.
- Providing sufficient resources to meet the requirements of legislation, policy and associated procedures and ensuring that such policies and procedures are kept up to date and regularly reviewed.
- Defining the programme of general fire precautions to be installed in BCC HRA properties.
- Ensuring that the programmes of general fire precautions installed are regularly maintained.
- Ensuring that BCC HLS staff are sufficiently trained to deliver their individual fire safety duties.
- Fostering and maintaining good working relationships with BCC's partners and contractors to help ensure the ongoing safety of our residents.
- Responding timely and appropriately to any regulatory interventions in relation to fire safety.
- Providing assurance on BCC's HLS fire safety management framework through such actions as:
 - Sponsoring audits of this policy and related procedures to monitor the effectiveness within agreed timescales.
 - Ensuring adequate oversight and scrutiny of measured performance in line with the policy's key commitments.

Head of Housing Repairs and Maintenance

Responsible for:

Mechanical & Electrical (M&E) Team

- Ensuring the appointment of Competent Persons to maintain all fire protection, fire warning and firefighting equipment.
- Ensuring the regular inspection and testing, the maintenance and repair, and for keeping in full working order in communal areas: fire alarms, fire detection installations, sprinkler systems, smoke ventilation systems, emergency lighting, electrical installations, generators, gas installations, water installations, wet and dry risers, and any other Fire Safety equipment or installations.
- Ensuring up to date records are kept of their maintenance responsibilities, and for ensuring such information is made available to the Building Safety Team.
- Ensuring that contractors under their control follow Construction, Design and Management (CDM) Regulations 2015, that Construction Phase Plans (CPP) and Risk Assessment Method Statements (RAMS) make clear what steps will be taken to maintain fire safety standards and that contractors have sufficient information to enable them to maintain, repair, or improve premises safely, and to evacuate premises safely in the event of a fire.
- Completing the Fire Safety Compliance Certificate when commissioning works installing, repairing, or altering services or installations within any communal areas of BCCs residential premises.

Communal areas include all corridors, stairs, landings, storage areas, protected shafts, ducts, and the services, pipes, cable trays, and trunking, in those areas.

Planned Programmes, M&E Team, Paint Programme, Maintenance and Capital Works, Construction and Improvement Projects: Managers, Surveyors and Team Leaders

- Ensuring contractors and operatives are provided with copies of current FRAs and any Health and Safety or other information necessary to ensure the safe completion of all construction, maintenance, improvement or repair works to BCC's premises to which the FSO applies and that all works follow CDM Regulations, 2015.
- Ensuring a programme of work to implement the Emergency Plans/Action Plans arising from the FRAs.
- Ensuring that all works and projects for which they are responsible do not compromise the fire safety of the tenants and the buildings where they are carrying out operations.
- Ensuring that all fire-stopping works are completed by competent staff or contractors trained in the application of the materials used.
- Completing the Fire Safety Compliance Certificate at completion of all works for the construction, maintenance, decoration, improvement, repair, or alteration, to any of the communal areas of BCC premises.
The Certificate is to be held on each project file and a copy passed to the Building Safety Team.
- Ensuring that tenants and visitors at BCC premises have safe means of escape from fire during any construction, maintenance, improvement or repair works at BCC premises, and responsible for ensuring that, whilst any repairs programmes are underway, tenants and visitors are fully informed of any alterations to the normal means of evacuation of the premises and are fully aware of evacuation procedures in the event of a fire.

Responsive Repairs and Relets: Operatives, Surveyors, Team Leaders, Managers

- Ensuring that the Fire Safety of tenants, visitors, or the premises where they are working is not compromised by their actions, or by neglect.
- Ensuring that all fire-stopping works are completed by competent staff or contractors trained in the application of the materials used.
- Ensuring that all repairs to fire doors and other elements protecting the means of escape are carried out by competent operatives or contractors.

Head of Business Development

Responsible for:

Building Safety Team (BST)

- The management of fire safety within BCC HLS properties where the FSO and Building Safety Act (BSA) applies.
- The provision of a suitable fire risk assessment programme for properties within the scope of the FSO, including:
 - Management and co-ordination of the fire risk assessment and review process,
 - Undertaking FRA reviews in accordance with this policy, and
 - Undertaking random sample quality control audits
- Ensuring the appointment of Competent Persons to carry out Fire Risk Assessments (FRAs) to the communal parts of Landlord-controlled premises.
- Ensuring the delivery of fire strategies for all relevant BCC residential properties.
- Liaising and co-operating with the Avon Fire and Rescue Service.
- Keeping records of reported fire safety failures, safety inspections, assessments and works to comply with Fire Risk Assessments.
- Ensuring compliance of all premises to which the FSO applies.
- Recording all reported fire incidents.
- Working with Responsive Repairs and other relevant BCC teams to ensure the provision of appropriate signs, safety information, and directions for safe escape routes to staff, tenants, contractors, and visitors, to enable the evacuation from premises to a place of safety.
- Monitoring the regular maintenance of all firefighting and fire detection equipment, installations and ancillary equipment and ensuring that installations are undertaken by Competent Persons.

Asset Strategy Team

- Reporting the number of FRA's monthly/annually for Tenant Satisfaction Measures, plus any other relevant metrics ie. fire doors/inspections etc
- Obtaining assurance on the scope of surveys (ie. ensuring all relevant assets have been identified)
- Forecasting the number of FRA's and related inspections to be completed
- Audits on FRAs and other relevant inspections
- Monitor and optimise the delivery of FRA related follow up works via Decent Homes reporting

Policy and Engagement Team

- Working with the Building Safety Team and other colleagues, ensuring that tenants and leaseholders are provided with sufficient information in relation to fire safety within their accommodation.
- Working with the Building Safety Team and other colleagues, ensuring that fire related policies and procedures are kept up to date and are regularly reviewed.

Head of Housing Management and Estates

Responsible for:

Tenancy Management, Caretaking Services, Supported Housing for Older People (SHOP) Services

- So far as is reasonably practicable, ensuring that tenants at BCC premises keep communal corridors, stairs, doors, emergency exits, and any other means of escape, free from obstructions, or hazardous or combustible materials.
- Where such obstructions or hazardous materials are clearly attributable to a particular tenant, ensuring that the Safe Escape Routes policy and/or Safe Escape Routes in High Rise Blocks Standard Operating Procedure (SOP) is followed to remove them.
- Where the ownership of obstructions/hazards cannot be attributed to a particular tenant, ensuring that any such obstructions/hazards are removed from premises with a caretaking service, by caretakers or other suitable contractor.

All BCC staff

- Must ensure their own safety, and so far as reasonably practicable, the safety of others.
- Undertake all relevant health and safety training, including fire safety training.
- Must make themselves familiar with relevant Fire Safety Information.
- If working, visiting or otherwise made aware of a fire safety issue at BCC's residential properties, BCC staff should report the following:
 - To Tenancy Management
 - Any potential hazards, obstructions or combustible materials left in communal corridors, or in stairwells, by doors or emergency exits or any other means of escape.
 - To the Building Safety Team:
 - All Fires, even if not requiring attendance by Fire and Rescue Services (FRS).
 - To the Police
 - Arson or suspected arson
 - To the Responsive Repairs Team:
 - Any observed broken or damaged Fire Doors, Fire Signs, or Fire Fighting Equipment.
 - To the Mechanical and Electrical Team:
 - Any observed broken or damaged fire alarms, sprinklers, emergency lighting, or any other fire safety equipment. In high rise blocks, such faults are required to be reported to Avon Fire and Rescue Service if they cannot be repaired within 24 hours.

Appendix 2: Regulatory Standards, Legislation, Guidance and Sanctions

Regulatory Standards – BCC HLS will comply with the Regulator of Social Housing’s regulatory framework and consumer standards for social housing in England.

Principal Legislation

The principal legislation applicable to this policy is:

- Housing Act, 2004 - which introduced the [Housing Health and Safety Rating System](#) (HHSRS)
- Regulatory Reform (Fire Safety) Order, 2005 (FSO).
- Fire Safety Act, 2021 and Fire Safety (England) Regulations, 2022.
- Building Safety Act, 2022

Additional Legislation and Regulations

This policy also operates within the context of a range of additional legislation and regulations. The following is not an exhaustive list, but such legislation includes:

- Building Regulations 2010: Approved Document B, Fire Safety, Volumes 1 & 2
- Construction (Design and Management) Regulations, 2015
- Data Protection Act, 2018
- Electrical Equipment (Safety) Regulations, 2016
- Equalities Act, 2010
- Furniture and Furnishings (Fire Safety) Regulations, 1988
- Gas Safety (Installation and Use) Regulations, 1998
- Health Act 2006 (No smoking)
- Health and Safety at Work Act, 1974
- Health and Safety (Safety Signs and Signals) Regulations, 1996
- Homes (Fitness for Human Habitation) Act, 2018
- Landlord and Tenant Act, 1985
- Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations, 2006
- Management of Health and Safety at Work Regulations, 1999
- Management of Houses in Multiple Occupation (England) Regulations, 2006
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR)
- Smoke and Carbon Monoxide Alarm (Amendment) Regs 2022 (SCMAR)

Guidance – The following is not an exhaustive list and other guidance may be applied, depending on the circumstances, but among the documents applicable to this policy are:

- British Standards (BS) for Relevant Fire Safety Equipment
- LACORS - Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing.
- Local Government Association (LGA): Fire safety in purpose-built blocks of flats.
- HHSRS Operating Guidance - Housing Act 2004: Guidance about inspections and assessment of hazards given under Section 9.
- HHSRS Operating Guidance – Housing Act 2004: Addendum for the profile for the hazard of fire and in relation to cladding systems on high rise residential buildings.
- Home Office: Fire Safety Risk Assessments (Various Guides)
- Ministry of Housing, Communities & Local Government (MHCLG): Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings (January 2020).

- National Fire Chief Council’s Guidance (NFCC) - Fire Safety in Specialised Housing – May 2017: Covers sheltered schemes, supported schemes and extra care schemes.
- National Fire Chiefs Council (NFCC): Mobility Scooter Guidance for Residential Buildings (May 2018).
- PAS79 2020: Fire Risk Assessment (BSI) – as amended.

Internal Policies

- Corporate Health, Safety and Welfare Policy
- Fire and Carbon Monoxide Detection Policy.
- Safe Escape Routes Policy
- Mobility Scooter Policy
- Gas Safety Policy
- Electrical Safety Policy

Sanctions

Failure to discharge our responsibilities and obligations properly could lead to sanctions, including: prosecution from the Building Safety Regulator for failing to comply with measures relating to High Risk (High Rise) buildings under the Building Safety Act 2022; prosecution by the Health and Safety Executive (the HSE) under the Health and Safety at Work Act 1974; prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007; prosecution by the Fire and Rescue Service under the FSO; and via a regulatory notice judgement from the Regulator of Social Housing.