Bristol City Council Housing and Landlord Services

Fire Safety Policy

Version 1.4

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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)
2026	All	Re-ordering and rewording of some text	In response to feedback from the Housing Scrutiny Panel

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Definitions of Terms Used

- **Article 50 Guidance:** Mandatory guidance used to assist responsible persons in the discharge of fire safety duties.
- **AFRS:** Avon Fire and Rescue Service
- **BCC:** Bristol City Council
- **BSA:** Building Safety Act, 2022
- **Common parts/communal areas:** The parts of a building shared with other residents, 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 that subdivides 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

1.0 Policy statement

1.1 Bristol City Council (BCC) must take reasonable steps to prevent fires and manage fire risks in all the properties it owns or manages. This updated Fire Safety Policy explains how Housing and Landlord Services (HLS) will reduce the chances of a fire starting or spreading in council homes, and how they will protect tenants, leaseholders, staff, contractors, and visitors if a fire occurs.

The policy and its procedures set out the framework the council must follow to meet all relevant fire safety regulations and standards.

2.0 Policy aims and objectives

2.1 The main aims of this policy are to:

- Keep everyone living in, working in, or visiting BCC's residential properties safe from fire, and protect council buildings from fire risks.
- Explain how we manage fire safety in our homes and show how Housing and Landlord Services follow fire safety laws.
- Make sure we follow all current fire safety legislation, government policy, and the Regulator for Social Housing's standards. See the Regulatory Framework for Social Housing.
- Ensure we have the right resources to prevent fires, stop them spreading, and reduce their impact in communal areas and individual homes.

3.0 Roles, responsibilities and authority

3.1 The Regulatory Reform (Fire Safety) Order 2005 (hereafter FSO 2005) says an employer/landlord must identify a *responsible person* who makes sure all fire safety rules are followed. This person needs to be senior enough to make decisions and allocate resources to ensure the organisation meets fire safety laws. Details of these roles are set out in Appendix 1 of this policy.

3.2 Some BCC staff may also be identified as *competent persons* for fire safety. This means they have the right training, experience, or knowledge to help carry out the fire prevention and protection tasks required by the FSO 2005.

4.0 Scope

4.1 This policy applies to all homes, land, and shared areas that BCC Housing and Landlord Services own or manage. It also applies to leaseholders who own flats in these buildings. It does *not* apply to other council buildings (ie. offices etc) managed by BCC Corporate Property or Facilities Management.

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 This policy must be followed by everyone so they understand what Bristol City Council Housing and Landlord Services need to do to keep residents and staff safe in their homes and in shared areas.

5.0 The policy

5.1 Fire Risk Assessments (FRAs)

5.1.1 A Fire Risk Assessment (FRA) inspects a building to find anything that could cause a fire and identifies what needs to be done to remove or reduce any fire risks. All relevant BCC buildings will have an FRA based on PAS-79 guidance.

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. How often inspections happen depends on things like the type of building, what fire safety measures are already in place, and the needs of the residents. The timescales below are general guidelines. The fire risk assessor may alter them depending on their findings.

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 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 Some residents may be at higher risk of a fire starting in their home or may find it harder to escape in an emergency. BCC Housing and Landlord Services will take a person-centred approach, giving the right support to keep people safe. This may be done for groups of residents or for individuals, depending on the type of housing. The fire risk assessment will look at anything that increases fire risk and any known vulnerabilities that might make it harder for someone to notice a fire or get out safely. BCC will handle these situations with the right balance of firmness and sensitivity to protect residents.

5.3.2 BCC HLS will follow the Public Sector Equality Duty and make sure no resident is treated unfairly because of their age, disability, gender reassignment, marital status, pregnancy, race, religion, sex, or sexual orientation. An Equality Impact Assessment 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 looks at all of a building's fire safety features to make sure it's safe for the people who use it. BCC HLS will make sure every high-rise or high-risk residential building has its own written Fire Strategy that brings together all the fire safety information for that building.

5.5 Reporting of Fire Incidents

5.5.1 BCC staff must report any fire incidents, even small ones, to the Building Safety Team. This helps the council identify patterns and learn how to prevent future fires. When needed, BCC will work with emergency services to reduce any risks linked to fire incidents in the properties they manage.

5.5.2 BCC Housing and Landlord Services will make sure there is a clear process to investigate and manage any fire-related RIDDOR reports made to the HSE. They will address any problems found and apply lessons learned to stop similar incidents happening again.

5.6 Evacuation

5.6.1 The fire risk assessment will clearly say what the evacuation plan is for each block. This plan will be shared with residents using Fire Action Notices in communal areas. These notices will be checked every 12 months and updated if needed, following the Fire Safety (England) Regulations 2022.

5.6.2 Evacuation policies for each building will be specific to that building, however, in general:

- In purpose-built flats, the evacuation plan is usually "*stay put."* This means only the people in the flat where the fire starts need to leave right away. Everyone else should stay in their own flat unless there is fire or smoke inside, they feel unsafe, or the fire service tells them to leave. Purpose built flats are constructed to stop fire spreading from flat to flat (this is called 'compartmentation').
- Older or converted flats use a "*simultaneous evacuation"* policy. This means everyone leaves the building at the same time if there is a fire. These sort of buildings usually have weaker fire-resistant walls and floors, so they need communal fire alarms and a full-building evacuation plan.
- If a fire risk assessment finds problems in the structure of a building that uses a "stay put" plan, the building may switch to "simultaneous evacuation" until those problems are resolved.

5.7 Fire Fighting Equipment

5.7.1 BCC Housing and Landlord Services **will not** put fire extinguishers in shared areas of purpose-built blocks of flats, following national guidance (Fire Safety in Purpose-Built Blocks of Flats, 2011). However, they may provide fire blankets in community-room kitchens.

5.7.2 Fire extinguishers will still be placed in staff-only areas like boiler rooms or lift motor rooms if the Fire Risk Assessment says so. Staff who work in these areas will be trained to use them, and contractors must also show they are trained.

5.7.3 If fire-fighting equipment is installed, BCC will have it checked every year by a trained person to make sure it works and is easy to access. They will keep a record of these checks.

5.8 Training

5.8.1 BCC will make sure that all staff and contractors have the training they need for their jobs. Training needs will be reviewed regularly, and staff will receive the right internal or external training based on those reviews.

5.8.2 BCC may also train certain staff to use fire-fighting equipment, but only for the areas where this equipment is provided, like boiler rooms.

5.9 Communal Fire Alarms[1]

5.9.1 If a building has fire alarms in shared areas, they will be installed, checked, maintained, and tested by a competent person following the relevant British Standard. Records of all checks and visits will be kept.

5.10 Emergency Escape Lighting

5.10.1 Emergency escape lighting will be installed, maintained, inspected and tested by a competent person following 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 following 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) slows down the spread of fire and smoke and keeps escape routes safe long enough for people to get out. It includes things like fire-resistant doors, walls, and the building's structure.

5.12.2 For buildings over 11 metres (five storeys or more), BCC Housing and Landlord Services will aim to inspect all flat entrance fire doors and communal fire doors within the timescales set by the Fire Safety (England) Regulations 2022. For buildings under 11 metres, BCC will follow Home Office or other relevant Article 50 guidance.

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

5.12.3 Checks will make sure fire doors are installed properly, meet the right standards, and work correctly — including having a working self-closing device. These checks will be done by competent person(s).

5.12.4 BCC will make sure that when contractors or staff do any work, fire-protection materials are kept in good condition or replaced with the same type so the building stays fire-safe.

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 all tests, maintenance, safety training, and important fire safety information for every residential building with two or more flats. These records can be kept on paper or digitally and will be used to help monitor performance.

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 in a building with two or more flats will get information about the fire safety arrangements for that building. This information will be checked and updated regularly to meet the Fire Safety (England) Regulations 2022.

5.16.2 Communal areas will have clear Fire Action Notices with pictures and words explaining what to do if there is a fire in your flat or somewhere else in the building. Each floor will also have clear signs showing the floor number and which flats are on that floor. All signs will have good contrast and be easy to read, even in low light or with a torch.

5.17 Communal Areas (Sterile Approach)

5.17.1 The only item permitted in the communal areas of any of our blocks of flats is a doormat. In higher fire risk buildings (buildings of 11+ metres or more than five storeys) anything other than a doormat will be removed within 24 hours. In lower fire risk buildings (those of less than 11 metres) higher risk items (ie. anything containing fuel/lithium batteries or anything easily combustible such as discarded rubbish, mattresses, furniture etc) will be removed within 24 hours, with up to 7 days allowed for lower risk items.

5.18 Mobility Scooters/E-Bikes/E-Scooters

5.18.1 You cannot store or charge mobility scooters, e-bikes, or e-scooters in shared areas. They must be kept and charged inside your home unless the building has a designated storage area. You can find safety advice on the Fire England website.

5.19 Gas and Electrical Safety

5.19.1 This is covered in our Gas and Electrical Safety policies. Heating systems are serviced every year to meet gas safety regulations. Electrical systems in our homes are inspected and tested regularly following the relevant British Standard. We currently test every 10 years but plan to move to a 5-year cycle as best practice.

5.20 Fire & Rescue Service Liaison

5.20.1 The Building Safety Act 2022 says BCC must work with the Fire & Rescue Service and share any information they ask for. This may include helping with site visits so the fire service can understand the building layout and how they would deal with an emergency.

5.20.2 If important fire safety equipment—like lifts or sprinklers—is not working for more than 24 hours, BCC must inform the local fire and rescue service so they can plan accordingly. BCC will:

- Check lifts over 18 metres every month to make sure the recall feature works and send the report to Avon Fire and Rescue Service (AFRS).
- Report any major faults with fire safety equipment — such as a lift not working for more than 24 hours — to AFRS immediately.
- Let AFRS know about any planned changes or upgrades to lifts in high-rise blocks as soon as they are agreed, and before work starts.
- Keep AFRS updated about any lift changes as soon as they are confirmed.

5.21 New Developments/Extensions/Material Change of Use

5.21.1 When a building is newly built, extended, or its use changes, and the FSO applies, Regulation 38 of the Building Regulations requires that fire safety information about the building's design must be put together and given to the *responsible person* when the project is finished or when the building is first used.

5.21.2 The Project Lead must make sure any new building developed for BCC Housing and Landlord Services meets all fire safety laws. They must also provide all required fire safety and maintenance documents — including Regulation 38 information — when the building is handed over.

5.21.3 When BCC purchases a property—whether new or old—the acquiring officer must ensure it meets the FSO and that a fire risk assessment is carried out.

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 safely manage any hot-works and issue permits when needed. Their Risk Assessment Method Statements (RAMS) and Construction Phase Plans (CPP) must clearly show what safety measures they will use to follow all health and fire safety rules. These documents must be sent to BCC surveyors and project managers for approval before work starts.

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 create a plan (the Resident Engagement Strategy) to communicate with residents about fire safety. This will help all residents, including vulnerable or hard-to-reach groups, to understand fire safety, know how to keep themselves and others safe, and feel confident reporting any concerns.

5.23.2 BCC will share information clearly and make it easy to access through regular updates and via our website. We will also involve residents in fire-safety decisions through different 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. If you wish to speak to us about our approach to fire safety or report a fire safety issue you can contact us on 0117 922 2200 and ask to speak to the

Fire Safety Manager. Alternatively, you can email the Fire Safety Manager at: buildingsafetyteam@bristol.gov.uk.

5.25 Non-Compliance/ Escalation Process

5.25.1 Non-compliance is '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 BCC HLS will set up key performance indicators (KPIs) to be able to monitor our performance with respect to fire safety. At a minimum, these will include the fire safety performance indicators (BS02) listed in the Tenant Satisfaction Measures.

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 Landlord Compliance and Building Safety

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.