

Winchester City Council – Fire Safety Policy – May 2020

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Headline Summary of Fire Safety Policy – May 2020

Introduction

The document sets out the core elements of Winchester City Council's Fire safety policy.

It present the standards and approach taken along with the basis of policies.

The delivery of the Policy is set out in a series of policy and procedure documents which cover the operational details new and existing members of staff would need to be able to fulfil their role as it relates to fire safety.

This Fire Safety Policy is supported by the Fire Safety Management Plan (FSMP) which sets out how WCC's approach to fire safety will be monitored.

Purpose/aim

To provide a quick reference to headline policies around fire safety and demonstrate how WCC complies with the Fire Regulations.

To bring together in one place –

- The policy and approach to fire safety elements
- The basis of WCC policies.
- Compliance requirements and standards, definitions, categorisations that apply to sites within the HRA stock
- Enables the Housing Service to review its approach to fire safety and alongside sector recommendations and changes to compliance requirements.

Scope

Covers every housing team, all structures and tenures (except owner occupiers).

1. Introduction

This Policy ensures that Winchester City Council manages and controls the fire risks for all Housing Properties and ensures that there are suitable and sufficient arrangements for fire safety management in place. It is supplemented by the Housing Fire Safety Management Plan which includes document links, operational details and Action Plans to deliver Fire safety.

WCC Fire Policy is updated biennially and this was last done in April 2018. CAB 2742 'Fire Safety in Council Housing' 25.11.15 set out the fire safety measures in the Council housing stock.

2. Policy Statement

Winchester City Council Housing Service shall ensure, so far as is reasonably practicable, that fire safety management arrangements comply with the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, Housing – Fire Safety Guidance - Local Authorities Coordinators of Regulatory Services (LACoRS), and other appropriate regulations. Relevant Government guidance will be followed, for example the Local Government Association Fire Safety in Purpose-built blocks of flats (2011), and the National Fire Chiefs Council Fire Safety in Specialised Housing which is applicable to sheltered and extra care schemes.

Winchester City Council is committed to the effective management of risk, and the prevention of any associated injury or ill health to tenants, staff, visitors, contractors, and any persons affected by the premise including Fire and Rescue personnel.

3. Legislation

Currently fire safety in existing residential accommodation is regulated by:

- The Regulatory Reform (Fire Safety) Order 2005
- The Housing Act 2004: part 1 – the housing health and safety rating system (HHSRS). 29 categories of potential hazard are considered; Hazard 24 is fire
- Building Regulations - Part B: Fire Safety is given in Approved Document B 2010 amended in 2019.

The government have made recent announcements around the Building Safety Bill on 20 January 2020 and Fire Safety Bill on 19 March 2020. Headline statements are set out in Appendix 1 along with further legislative details.

4. Role and Responsibilities

- **The Responsible Person**

The **Chief Executive** as the person with overall responsibility for fire safety issues for WCC properties is the Responsible Person (*detailed in the RR(FS)0-2005*).

- The **Corporate Head of Housing**

The **Corporate Head of Housing** has control over the whole Housing Stock, and shall ensure the following management arrangements are in place:

- That the Fire Safety Policy is implemented in buildings under the control of the Housing Service, e.g. sheltered schemes, which have communal areas;
- That the Fire Safety Management Plan is implemented.
- That nominated **appointed persons** (see below) are available to undertake the statutory fire safety checks/ tests and the recording of all such actions as required in the Fire Safety Logbook/ Checklists for the building;
- That appointed persons receive training deemed necessary to ensure they are competent to carry out their duties with regard to fire safety;
- The correct implementation and monitoring of the fire safety management system for those buildings, including the Fire Risk Assessments and Weekly/ Monthly Fire Safety Checklist, and Evacuation Plans (where appropriate);
- That other Housing Service staff and contractors are trained and competent to carry out their duties with regard to fire safety, e.g. ACASA Care Support Staff.

- **The Compliance Officer**

Fire safety advice will be provided by the **Compliance Officer (in the role of the Competent Officer)** internally, with additional **external advice** occasionally sought from competent fire safety consultancy's e.g. Premier Fire.

- **Housing Service Leads**

Ensure that this policy is known and acted upon by staff directly under their control. Fire safety can only be dealt with correctly when all stakeholders play their part, which includes tenants, property services maintenance contractors and all Housing Services staff.

Team responsibilities - The Fire Safety Management plan sets out detailed responsibilities for all Housing teams, it's the Service Leads responsibility to ensure their teams are compliant with these elements.

- **Appointed Persons**

- Take ownership for the completion of relevant fire safety checks and management of the site.

- Ensure that the routine Fire Safety checks are carried out within and around their building, although this can be achieved by delegation to other team members.
 - Ensure that planned monitoring of all elements is carried out in accordance with the frequencies determined by WCC on a site by site basis e.g, daily, weekly, and monthly as specified.
 - The Appointed Persons uses a checklist on Photobook app for completing health and safety inspections that can be adapted to render it 'site specific' for the monitoring works undertaken on site. The checks completed will depend upon the size, complexity and use of the building, and those employees and type of tenants who will use the building. The Appointed Person must ensure the relevant checklists are completed, stored and available for inspection by any authorised officer of the HFRS or appropriate WCC staff.
- **Fire Risk Assessment (FRA) Systems Administrator**
 - Inputs all remedial works both property based and tenancy based onto FRA Remedial Actions Log (currently being developed)
 - Allocates officers with lead responsibility for the different types of remedial works likely to be identified through a FRA so that they can populate the FRA Remedial Actions Log with Service Leads with responsibility to ensure completion and target dates.
 - Provide updates and escalation via Compliance Officer and Fire Safety Management Group.
 - **All relevant staff** shall ensure that they are aware of and follow recognised procedures for fire safety. They shall inform their manager or team leader of any concerns regarding fire safety, and participate in fire safety training as agreed with their manager / team leader.

5. Fire Risk Assessments (FRA)

Hampshire Fire and Rescue Service (HFRS) website sets out that a fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

This is split into five steps:

- Identify fire hazards
- Identify people at risk
- Evaluate, remove, reduce and protect from risk
- Record, plan, inform, instruct and train
- Review

- **Fire Risk Assessment - Compliance Officer Role**

The Compliance Officer leads on the Fire Risk Assessment (FRA) programme, and reviews the reports for Housing Services buildings which have communal areas. The Compliance Officer completes all the high risk assessments and arranges for a competent organisation to complete low risk assessments.

- **Fire Risk Assessment – Type**

The four types of fire risk assessment are detailed in the LGA Fire Safety in Purpose-Built Blocks of Flats guidance and set out in Table 1 below:

Table 1 – Type of Fire Risk Assessment

Type		Details
Type 1	Common parts only (non-destructive)	The inspection of the building is non-destructive and considers, as far as is reasonably practicable, the separating construction between the flats and the common parts, this is non-invasive.
Type 2	Common parts only (destructive) –	These assessments are similar to those outlined in type1, except there is a degree of destructive inspection, carried out on a sampling basis.
Type 3	Common parts and flats (non-destructive)	The assessment includes the work involved in a type 1 assessment, but goes beyond the scope of the ‘Regulatory Reform [Fire Safety] Order 2005’ and considers fire safety within a sample number of flats. This assessment may be appropriate if there is reason to suspect serious risk to residents in the event of a fire in their flat
Type 4	Common parts and flats (destructive)	These assessments are similar to those outlined in type 3, except there is a degree of destructive inspection, in both the common parts and the flats, carried out on a sampling basis

WCC will initially undertake type 1 Fire Risk Assessments on its entire property portfolio with common areas. As part of the review Level 3 FRA were proposed and the decision was to hold pending the further national guidance. If the Type 1 FRA recommends a higher level of assessment should be carried out to investigate potential breaches in compartmentation, then that higher assessment will be recorded and monitored in the FRA system as a remedial action.

- **Fire Risk Assessment – Property Risk Categorisation**

Winchester City Council housing properties are categorised as A, B, OR C according to risk. Appendix 2 sets out the Categories for each Winchester City Council block.

Risk is determined by examining the hazards and fire safety measures present on a site by site basis. Consideration is given to the complexity of the building for e.g. Winnall flats with due to the number the storeys, the fire measures in place that require checking for e.g. alarm systems, the profile of

the residents for e.g. if there are a high number of residents with reduced mobility such as for extra care. Fire Risk Assessments are carried out to blocks considered to represent a higher risk on an annual basis.

It must be remembered that categorisation remains fluid and can be changed due to the finding of a FRA itself or other changes to structure and occupancy. The WCC Compliance Officer assesses each site and allocates a FRA Category.

- **Fire Risk Assessment - Schedule**

Appendix 2 sets out the current FRA schedule.

The annual review of the fire risk assessment will in most cases just require a simple assessment of the changes that have occurred to the building (if any), and how the building is used as a workplace, or how care is provided. If there have been no building changes, and the staffing working patterns and type of use has not changed then the FRA will remain fit for purpose.

Where there are significant changes (to the building or occupant type), or if there is any reason to suspect that it is no longer valid it is likely that the completion of a new FRA will be required. This will be organised by the Compliance Officer.

Resources are prioritised on the higher risk properties such as the extra care schemes. Higher risk properties will have FRA report reviewed annually by the Compliance Officer, with the update report being sent to the relevant Service Lead/appointed person. The report will be sent through as soon as possible, and ideally within 10 working days.

- **Fire Risk Assessment - Remedial actions**

The outcome of the fire risk assessment will be set out in an action plan listing physical and managerial measures necessary to ensure that fire risk is maintained at, or reduced to, an acceptable level.

The actions are categorised according to risk

- High
- Medium
- Low

The FRA executive summary sets out high and medium remedial actions with target completion times determined by the fire risk assessor.

The recommended remedial works will be reviewed and monitored by the Service Lead appropriate to the work required.

Any high or medium risk remedial works/ improvements detailed within the FRA remedial action plan relating to building structure, or detection and alarm systems will be implemented by the Property Services Team as part of a rolling programme of works.

Justification for not actioning non-compliances within the FRA action plan must be recorded.

- **Fire Risk Assessment - Resident Information**
 - Online FRA - A programme is underway to ensure all high and medium risk FRA are available online.
 - New Tenants – the Service aims to ensure new tenants are given the FRA at the start of their tenancy, this action is set out in the Resident Engagement Strategy.

6. Fire alarm provision

Each site will be considered on a case by case basis for a whole property (communal areas) Fire Detection and Alarm System. However, it is only likely to require installation where the site it is identified as having a vulnerable occupancy onsite.

WCC Policy is to follow sector guidance (LGA Fire safety in purpose built blocks of flats and HM Government Fire Safety risk assessment: residential care premises. Produced by Dept. of Communities and Local Government (2006)) in that apart from sheltered housing schemes (where a `stay put` policy is normal), purpose built blocks of flats are not normally provided with communal fire detection and alarm systems. In general needs blocks of flats designed to support a `stay put` policy, it is generally regarded (Ref – LGA – Fire safety in purpose built blocks of flats section 20) as unnecessary and undesirable for a fire alarm system to be provided for the following reasons:

- A communal fire detection and alarm system will inevitably lead to proliferation of false alarms
- This in turn imposes a burden on the fire and rescue services
- This may also lead to residents ignoring warnings of genuine fires
- Managing a fire alarm system requires management on site staff to silence and rest the system
- Guidance prior to Grenfell was that evacuation from areas remote from the fire was not desirable unless and until these areas themselves become threatened. Outcome of the Grenfell enquiry may have an impact on this advice.

Fire Detection Standards: Guidance has been produced by central government such as the Fire Safety Risk Assessment: Residential care premises (Fire Safety Employers Guide), which gives guidance on the way fire risks should be managed and fire detection systems designed. Regard will be given to this guide and relevant British Standards (e.g. BS 5839-1:2002, A2:2008) when fire safety provisions are reviewed as part of the Fire Risk Assessments.

The standard of the fire detection and alarm system may vary from one scheme/property to another, it is dependent on the complexity of the building, the occupying tenants, and the evacuation strategy for that building (which may be a Stay Put/ Delayed Evacuation Policy) which the FRA will review.

Appendix 2 sets out the category of alarm at each WCC site.

Alarm system installation and maintenance

- A building's Fire Risk Assessment in reference to national guidance will determine whether or not a fire alarm system is required.
- Once a system has been determined as being required, **Building Regulations Document B** will provide guidance on the type of system required for different premises, but the selection and installation of a system in domestic premises is covered by BS5839 - Part 6 (Code of Practice for the Design, Installation, Commissioning and Maintenance of Fire Detection Systems in Domestic Premises), which includes standalone systems such as the individual mains/battery backup detectors we have in standard general needs properties, as well as the central fire alarm systems we have in common areas. The minimum standards for maintenance for these systems is also laid out in this document.
- The actual selection of a system type for a building should be carried out by qualified and experienced personnel.
- Standards have been established for life expectancy and mean time before failure have been set to ensure systems continue to operate. The policy is to carry out an assessment when alarm systems reach 10 years old. The assessment will determine whether the system and its components remain fit for purpose and meet current British standards and guidance. If a system component fails this assessment the system or element will be replaced. The Keystone database holds the date of installation to enable the asset management team to plan for replacement.

7. Fire Alarm Testing

Responsibility for fire alarms testing sits with the Neighbourhood Services team as part of their Health and Safety site visits at general needs and sheltered sites, with the Sheltered Housing Team for extra care sites and with the Temporary Accommodation Team at temporary accommodation sites. Fire alarm testing is carried out weekly at all sites with a fire alarm panel. Monthly tests are done for smoke alarms that are in communal areas at general needs sites – either in a common room or on a communal landing.

8. Fire Drills

Fire drills are not practical or necessary in most sheltered or extra care settings, except where there are extensive communal amenities such as

kitchens/hairdressers etc where this is more a work place fire drill requirement than for residential occupants.

Fire drills would not be appropriate in any Stay Put schemes (general needs or otherwise).

Drills are applicable only where simultaneous evacuation policy in place and drill is monitored – i.e. temporary accommodation and minimally staffed supported housing.

Frequency is determined by aiming to provide at an opportunity to practice once a year and therefore 6 monthly is ideal, but in blocks where resident turnover is high such as temporary accommodation more frequent drills may be required.

WCC blocks where drills take place are set out in the Table below.

Building	Accommodation Type	Drill	Basis of drill & Frequency
Chesil Lodge	Extra Care	6 monthly for open working places and day centre	Open to the public, workplace communal amenities – kitchens /hairdressers
Barnes House	Temporary accommodation	6 monthly	High resident turnover
Brittany House	Temporary accommodation	6 monthly	High resident turnover
Eastgate Street	Temporary accommodation	6 monthly	High resident turnover
Gordon Watson House	Temporary accommodation	6 monthly	High resident turnover
Milford House	Temporary accommodation	6 monthly	High resident turnover

9. Smoke detection

The smoke detector provisions has been reviewed and upgraded in Sept 2019. The current standard and approach is as follows:

- Provision - dwellings to have at least one smoke detector per storey. Multiple systems to be linked.
- Upgrades & replacements - automatically upgraded in accordance with current building regs / British standards when
 - property void or
 - when 5 year electrical test carried out
 - at any other logical operational opportunity
- Testing

- hard-wired battery-backups tested annually by disconnecting the mains power/circuit
- battery only and hard-wired (with removable battery backup) detectors - new batteries will be fitted during every annual test visit and when void/empty (i.e. irrespective of suspected age of existing battery)
- All properties when void, or at least once every five years, will be upgraded in accordance with the current building regulations/British Standards at that time

10. Fire extinguishers

Fire extinguishers will only be provided if identified by the buildings Fire Risk Assessment, which is a requirement of the Regulatory Reform (Fire Safety) Order 2005, and where there are staff onsite to use them.

National Guidance such as the *Local Government Association Fire Safety in Purpose-built blocks of flats* (2011) has stated that fire extinguishers are 'not normally necessary' in common parts of flats. It is also accepted that heavy fire extinguishers should not be used by frail residents, or those who do not understand the different category types of fire extinguishers and which fires they should be used on.

11. Compartmentation

WCC's focus is on maintaining/enhancing the integrity of the existing compartmentation/escape routes wherever possible/reasonable. Compartmentation elements include fire collars (which expand when heated around pipework and stop fire travelling along a melted pipe, usually up a riser cupboard), fire retardant sockets (so if a fire corridor has flats either side of the corridor it stops fire from entering the cavity), fire proof ironmongery on the fire doors e.g. letter boxes.

Communal and flat entrance doors are key to compartmentation. Flat front doors would have met the relevant building regulation standards at the time of build, or when replaced. Following a flat front door survey in October 2019; over the next 4 years a Door Replacement Programme will focus on the flat front doors which may no longer meet modern standards. This programme will only deal with the flat/maisonette front doors opening into common parts. This programme has been prioritised by door condition, number of storeys and age of building.

The replacement doors will be composite ones certified with a minimum 30 minutes fire rating.

12. Evacuation

The range of WCC general needs, sheltered and supported housing schemes means a single Evacuation Plan model cannot fit all sites.

An Evacuation Plan will be completed for a site with the assistance of the Compliance Officer, taking into account the fire risk assessment, fire safety measures present (such as fire alarms), the local environment, occupancy, and

complexity of the premise, whether it can be considered a workplace, e.g. extra care scheme. This may include a designated Fire Assembly Point.

For those sites considered a work place such as extra care and temporary accommodation where there is permanent staff presence as opposed to a drop in presence; the appropriate Service Lead for the site i.e. either Housing Operations & Community Safety Manager or Housing Options Manager must ensure as a minimum, an emergency evacuation procedure addresses:

- Actions taken upon discovering a fire;
- Actions upon hearing the alarm (where present);
- Actions by appointed persons, e.g. Sheltered Housing Officer;
- Evacuation of persons with special needs/ reduced mobility;
- Collection of the Fire Safety Documents Folder/ pack, where applicable.

Vulnerable people & Personal Emergency Evacuation Plans (PEEPs)

PEEPs are currently the responsibility of the care provider; although it is recognised that responsibilities may change through the Fire Safety Bill. The sheltered team have a role in collecting information about vulnerable sheltered and extra care residents at the start of tenancy and update this at least annually. For buildings with alarm system this information is made available to the HFRS at point of building access. Care providers at extra care and sheltered sites have fire procedures in place regarding each building and these are reviewed from a landlord perspective. Care providers update the fire information at extra care sites, the sheltered team update for sheltered sites where there is a fire alarm present.

Personal Safety Plans

A template is being prepared to enable tenants to populate their own fire safety plans. WCC have agreed with the HFRS to signpost residents to the Safe and Sound survey available on the HFRS website. This enables them to get an assessment of their risk level, get advice on how to improve their fire safety and see if they qualify for a personal visit from the fire service.

13. Arson

Consideration should be given to taking measures to reduce the likelihood of arson occurring on site. Local measures can be taken to reduce the likelihood of arson which must be followed as an integral part of the site specific fire safety management checks e.g. management of the wheelie bin storage. Arson is considered as part of the FRA process and recommendations for improvements would be included in the Report.

14. Residents' Information

WCC approach to resident information is set out in the Fire Safety Resident Engagement Strategy (RES) and is part of the Fire Safety Management Plan and is monitored by the Fire Safety Management Group.

A Resident Engagement Strategy has the following aims:

- Understand what information residents need
- Understand what makes residents feel safe

- Meet residents information needs as regards
 - Evacuation strategies
 - How to keep safe and minimise risk
 - Resident responsibilities
 - WCC and other landlord responsibilities
 - Approach to enforcement action
 - How to raise a complaint / concern around fire safety; and how to escalate that complaint
- Be effective in communicating all of the above (reach all resident groups)
- Collect views on proposals for policy changes and service improvements – the fire safety offer.

The Strategy is in 2 parts

- Part 1 – Research and Consultation - engaging residents to find out what they want to know and how they want this information, plus collecting their views on service standards and the fire safety offer. Along with looking at good practice.
- Part 2 – Implementation - the delivery which sets out how WCC will meet the needs identified through consultation along with meeting the recommendations and good practice from the Grenfell Investigations and June 2019 Govt proposals.

15. Meeting Diverse Needs

Engaging with all residents has been key to this policy and a recommendation from Dame Judith Hackitt makes reference to meeting diverse needs.

Consideration of diverse needs informed the approach taken to collect views as part of the activities in Part 1 of the Residents Engagement Strategy, for example translated surveys, door knocking with hard copy survey to supplement online option. Part 2 – sets out details of the further considerations required in the implementation of the fire safety information.

Performance against meeting diverse needs will be tested through the Biennial Tenant Satisfaction Survey.

16. Training & Competency

The Fire Safety Management Action Plan includes the task of carrying out an audit of current approach to ensure all those with a role to play in maintaining fire safety have the required skills and training for their role. This includes record keeping, monitoring and how competency is kept up to date.

17. Other Policies with Fire Safety Elements

- **Management of Communal areas**

This document outlines the policy for minimising risk associated with items being stored or dumped in communal areas of blocks of flats owned by Winchester City Council.

The risk of fire from combustible and flammable items in internal communal areas and in sheds and other structures erected by residents in communal gardens and the obstruction of fire exits.

The Council's policy is to aim for a 'zero tolerance' approach towards items left in communal areas.

- **Storage of Mobility Scooter**

The aims and objectives of this policy are to ensure mobility scooters do not cause an obstruction and do not increase the risk of fire spread or block an escape route in the event of a fire.

Permission will be refused where:

- there is no safe storage in the tenant's property, and no Council mobility scooter store is provided at the sheltered housing scheme/general needs site;
- it is unreasonable to make alterations to the physical features of the building/property

- **Tenant Permissions**

This policy and its procedures ensures fire stopping measures aren't compromised when approving tenant permissions. Changing front doors onto communal areas is not permitted. Fitting cat flaps into doors on communal areas is not permitted. Approval for replacement letterboxes requires checking to ensure replacements meet the fire stopping specification.

- **Leaseholders**

There are specific issues that need to be addressed separately for leaseholders including building improvement works, permissions and lease provisions.

18. Fire Safety Management Group

The Terms of reference for this Group are set out in the Fire Safety Management Plan.

This Group is responsible for ensuring Winchester City Council meets its fire safety responsibilities and considers future provision. The following comes under the remit of this group:

- Review WCC Fire Safety Management Plan to ensure fit for purpose and future proofed
- Review the policies which are part of the Fire Safety Management Plan
- Monitor progress of tasks on the Action Plan
- Monitor progress with FRA remedial works
- Identify funding/budget implications
- Monitor performance against the KPIs

- Delivery of the Resident Engagement Strategy
- Monitor fire related complaints
- Ensure competency/training standards are met

19. Fire Safety Management Plan

Sets out

- Fire Safety Management Group Terms of Reference
- Action Plan
- Resident Engagement Strategy (RES)
- Basis of Policy & Process Library
- Performance Monitoring & KPIs
- Training & Skills Matrix

20. Future proofing

The Fire Safety Management Group will have the responsibility to ensuring WCC fire safety offer continues to be current and embraces sector advances.

Definitions

Term	Definition
Regulatory Reform (Fire Safety) Order 2005	The main regulatory legislation which sets standards for the control measures to be taken for fire safety, including the need for all work places to have Fire Risk Assessments undertaken. General measures include: a) Reduce the risk of fire occurring on the premises and the risk of fire spread; b) Measures in relation to the means of escape from the premises; c) Measures for assuring that, at all material times, the means of escape can be safely and effectively used; d) Measures in relation to the means of fighting fires; e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; f) Instruction and training of employees, and providing tenants with relevant information. Abbreviated to RR(FS)O
Responsible Person	Detailed in the RR(FS)O, as the person who has responsibility for fire safety matters on site. The Responsible Person (RP) is required to ensure that fire risk assessments have been undertaken and the relevant site checks are carried out to the right frequency. Fire Safety management arrangements are likely to be delegated down to an Appointed Officer(s), who are those staff regularly visiting site.
Fire Risk Assessment	A formal written document which records the following:- a) Fire hazards (sources of ignition, fuel and oxygen); b) People at risk (people in and around the premises, and those especially at risk, e.g. those with reduced mobility); c) Evaluate, remove/ reduce and protect from significant risk (of fire starting, risk to people from fire, remove/ reduce fire

	<p>hazards, remove/reduce risks to people from fire, protect by providing fire precautions – active and passive); d) Record, plan, inform, instruct and train (major findings and action taken, discuss and work with others, prepare an emergency plan, inform and instruct, or training staff); e) Review: review the assessment annually, and make changes as necessary.</p> <p>Abbreviated to FRA</p>
False Alarm	<p>An alarm activation from a fire detection/ warning system, resulting from Fire Safety Policy Version 3 April 2018 6 of 11 a cause other than a fire. Creates <i>Unwanted Fire Signals</i> (UFS)</p>
Fire safety checklists	<p>In order to demonstrate the management system is work correctly for fire safety it is necessary for standardized checklists/ monitoring forms to be completed. Having access to maintenance records, building plans, evacuation procedures and information on specific arrangements for disabled/ dependent building occupants is also vital. Provides assurance and compliance with parts of the RR(FS)O.</p>
Manual suppressions systems	<p>Fire Extinguishers: water; foam, carbon monoxide; & powder forms. These extinguishers are used on different fire types, and the primary purpose is to ensure a small fire does not become a large fire. Staff using extinguishers must have received appropriate training &/ or instruction.</p>
Compartmentation	<p>A key element of passive fire protection in buildings, based on the principles of subdividing a building into fire resistant compartments which can contain or limit the spread of fire, smoke and other dangerous gases, from entering other compartments for a period of time.</p>
Personal Emergency Evacuation Plan	<p>The Regulatory Reform (Fire Safety) Order 2005 (where it applies) requires the responsible person to make provisions for the safe evacuation of disabled people and those with impaired mobility in the event of a fire.</p> <p>Abbreviated to PEEP</p>

Glossary

Abbreviation	
HFRS	Hampshire Fire and Rescue Service
HHSRS	Housing Health and Safety Rating System
FRA	Fire Risk Assessment
PEEPs	Personal Emergency Evacuation Plan
PSP	Personal Safety Plan
RES	Resident Engagement Strategy
UFS	Unwanted Fire Signal

Appendix 1**Legislation****Legislation: The Fire Safety Order**

The Regulatory Reform (Fire Safety) Order 2005 came into effect 1st October 2006, and is enforced by the Hampshire Fire and Rescue Service (HFRS) locally. The key actions of this Order are detailed below. This Order replaced all previous fire legislation, and gives Hampshire Fire and Rescue Service powers to visit and inspect for fire safety issues within any Winchester City Council Housing Services schemes as part of normal routine, or where there is believed to be just cause, i.e. via a formal complaint.

The Localism Act 2011 has introduced legislative changes which allow a fire and rescue service to charge for Unwanted Fire Signals (UFS). Although HFRS has not introduced any charges currently, WCC must continue to stop any UFS from our properties.

The key actions under the Regulatory Reform (Fire Safety) Order 2005 are:

- A Fire Risk Assessment is required for each place of work, with an action plan to manage any deficiencies/ recommendations identified by the assessment, undertaken by a 'competent' Fire Risk Assessor. As a Social Landlord WCC is required to undertake a Fire Risk Assessment covering the communal areas of a property, and consider who may be harmed by a fire;
- Fire Risk Assessments are reviewed regularly and revised when significant operational or property changes have occurred;
- The appointed Fire Risk Assessor should have their competency assessed against relevant national standards (Ref. *Fire Risk Assessment Competency Council: Guide to Choosing a Competent Fire Risk Assessor 29th April 2014*);
- The 'Responsible Person' shall ensure there is an Appointed Person for each supported/ sheltered scheme site, and given suitable training and instruction, and sufficient time for the role;
- Fire Awareness training is required for all staff, which is achieved via the WCC e-learning portal. Additional fire extinguisher training will be provided as necessary;
- Firefighting equipment, smoke/ heat detection and alarm systems must be tested and maintained;
- An Evacuation Plan will be in place for relevant sites e.g. extra care schemes;
- In house Fire Safety checks and monitoring should be detailed in the Fire Safety Logbook, via the *Weekly/ Monthly Fire Safety Checklist*. Items of non-compliance should be raised up the management chain for resolution;
- All visits by HFRS inspections should be reported to the Corporate Health and Safety Adviser and Compliance Officer (Property Services). Correspondence will usually follow their visits.

- **The Housing Act 2004:** part 1 – the housing health and safety rating system (HHSRS). 29 categories of potential hazard are considered;
 - Hazard 24 is fire
 - The HHSRS is the principal tool for assessing fire safety risk and regulating standards in all types and tenures of residential accommodation. The underlying principle of the HHSRS is that any residential premises should provide a safe and healthy environment for any potential occupier or visitor. The HHSRS provides a mean of assessing dwellings which reflects the risk from any hazard and allows a judgement to be made as to whether that risk, in those particular circumstances, is acceptable or not. For these purposes, for example, it would consider the likelihood of an uncontrolled fire (and associated smoke) and the severity of the outcome (e.g. illness; injury; death; etc.). The enforcing authority for the Housing Act 2004 is the local housing authority.⁽³⁾
- **National Fire Chiefs Council (NFCC) - Fire Safety in Specialised Housing – May 2017** – applies to sheltered and extra care
- **HM Government Fire Safety risk assessment: residential care premises -** Dept. of Communities and Local Government (2006)

Regulations

- **Building Regulations**
Guidance on compliance with Building regulations Part B: Fire Safety is given in Approved Document B 2010, 2019 edition. Functional requirements:
 1. Means of warning and escape
 2. Internal fire spread (linings)
 3. Internal fire spread (structure)
 4. External fire spread
 5. Access and facilities for the fire service
- **Furniture and Furnishings (Fire) (Safety) Regulations 2010**
- **Electrical Equipment (Safety) Regulations 1994**
- **Gas Safety (Installation and Use) Regulations 2018** (Landlord duties covered by regulation 36)
- **The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020** – apply from June 2020 to private rented tenures

Guidance, Standards and Codes - Including

- Fire Safety in Purpose built blocks of flats – LGA – May 2012
- Housing – Fire Safety: Guidance on fire safety provisions in certain types of existing housing - Local Authorities Coordinators of Regulatory Services (LACoRS), in partnership with the Chief Fire Officers Association and the Chartered Institute of Environmental Health - July 2008

Recent Government Announcements

- **Fire Safety Bill – 19 March 2020**

The bill will amend the Fire Safety Order 2005 to clarify that the responsible person or duty-holder for multi-occupied, residential buildings must manage and reduce the risk of fire for:

- the structure and external walls of the building, including cladding, balconies and windows
- entrance doors to individual flats that open into common parts

This clarification will empower fire and rescue services to take enforcement action and hold building owners to account if they are not compliant.

The bill will provide a foundation for secondary legislation to take forward recommendations from the Grenfell Tower Inquiry phase one report, which stated that building owners and managers of high-rise and multi-occupied residential buildings should be responsible for a number of areas including:

- regular inspections of lifts and the reporting of results to the local fire and rescue services
 - ensuring evacuation plans are reviewed and regularly updated and personal evacuation plans are in place for residents whose ability to evacuate may be compromised
 - ensuring fire safety instructions are provided to residents in a form that they can reasonably be expected to understand
 - ensuring individual flat entrance doors, where the external walls of the building have unsafe cladding, comply with current standards
- **Building Safety Bill - 20 January 2020**

Provides clearer accountability and stronger duties on those responsible for high rise buildings. Measures include:

- new Building Safety Regulator within the Health and Safety Executive
- clarified and consolidated advice for building owners, proposal to extend cladding ban, update on fire sprinklers

Appendix 2 - Fire Risk Assessment Schedule and Category of Alarm

Address	Accommodation type	WCC Risk Level <i>See table 1 for definition</i>	FRA Type	FRA Assessor	FRA Frequency	Fire Alarm System Category <i>See table 2 for summary of definitions</i>
Chesil Lodge, Winchester	Extra Care	Cat A	Type 1	WCC	Annual	L1 Communal & Dwellings connected
Danemark Court, Gordon Rd, Winchester	Extra Care	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected
Matilda Place, Gordon Rd, Winchester	Extra Care	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected
Winnall Flats (Braxton Hse, Earle Hse, Dennet Hse, Craddock Hse), Winchester	General Needs	Cat A	Type 1	WCC	Annual	No alarm
Albert Court, Andover Rd, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	L3 Communal areas only
Forder Court, St Cross Rd, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	L4 Communal areas only
Greyfriars, Eastgate St, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
James Howell Court, Bere Rd, Denmead	General Needs	Cat C	Type 1	External	5 years	No alarm

Knowle Halt Lodge, Mayles Lane, Wickham	General Needs	Cat C	Type 1	External	5 years	No alarm but AOVs
Meon House, Milland Rd, Highcliffe	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Pound Road, Kingsworthy	General Needs	Cat C	Type 1	External	5 years	No alarm
Parmiter House, Wales St, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Riverside House, Water Lane, Winc.	General Needs	Cat C	Type 1	WCC	5 years	No alarm
Test House, Milland Rd, Highcliffe	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Trussell Cres, Weeke	General Needs	Cat C	Type 1	WCC	5 years	No alarm
The Valley, Stanmore	General Needs	Cat C	Type 1	WCC	5 years	No alarm
Victoria Court, Victoria Rd, Winchester	General needs	Cat B	Type 1	External	2-3 years	L4 Communal areas only only, linked to alarm monitoring service
Woodrow House, St James Terrace, Winchester	General Needs	Cat C	Type 1	Ext/WCC	5 years	No integrated alarm (stand alone smoke alarms in communal areas)
Woolford Close, Stanmore	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Barnes House, St Cross Rd, Winchester	Temporary Accommodation	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected

Brittany House, Station Close, Wickham	Temporary Accommodation	Cat A	Type 1	WCC	Annual	L2 Communal & Dwellings connected
27 Eastgate Street Flats 1- 4, Winchester	Temporary Accommodation	Cat B	Type 1	WCC	2-3 years	L1 Communal & Dwellings connected
Gordon Watson Hse, 71 Christchurch Rd, Winchester	Temporary Accommodation	Cat B	Type 1	WCC	2-3 years	L3 Communal & Dwellings connected
Lent Hill Court, The Valley, Stanmore	Temporary Accommodation	Cat C	Type 1	External	5 year	No alarm. No communal areas, other than laundry room.
Milford House, 71 Christchurch Rd, Winchester	Temporary Accommodation	Cat A	Type 1	WCC	Annual	L1 Communal & Dwellings connected
Eastacre, Bereweke Rd, Weeke	Sheltered	Cat B	Type 1	WCC	2-3 years	L2 Communal & Dwellings connected, 1 block only.
Greens Close, Bishops Waltham	Sheltered	Cat C	Type 1	WCC	5 years	No alarm
Godson House, Lawn St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in communal lounge linked to Tunstall.
Hyde Gate, Hyde St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in communal lounge linked to Tunstall.
Hyde Lodge, Worthy Lane, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	L3 Communal & Dwellings connected

King Harold Court, Christchurch Rd, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	L3 Communal & Dwellings connected
Lawn House, Lawn St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in communal lounge linked to Tunstall.
Makins Court, Windsor Rd, Alresford	Sheltered	Cat B	Type 1	WCC	2-3 years	L4 + linked to Tunstall (system recently upgraded). Communal areas only
Mildmay Court, Eastgate St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in lounge and kitchen/ laundry room linked to Tunstall.
Normandy Court, Station Close, Wickham	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in lounge linked to Tunstall.
Richard Moss House, St Peter St, Winchester	Sheltered	Cat A	Type 1	WCC	Annual	L4 Communal areas only
White Wings House, Ashling Park Rd, Denmead	Sheltered	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected

All other blocks are Category C – Type 1 - FRA – frequency 5 years – no alarm provision

Table 1 – WCC Fire Risk Assessment - Categorisation of buildings

WCC Risk Level	Site details	Frequency of assessment	Assessment completed by
Cat A	Higher risk <ul style="list-style-type: none"> • Complex buildings – including shared lounge and kitchen • Usually more significant fire safety measures present. • High resident vulnerability profile. • High risk resident profile such as temporary accommodation • High resident turnover • Office on site that's a permanent place of work permanent place of work 	annual	WCC Compliance Officer
Cat B	Medium risk <ul style="list-style-type: none"> • TA where only shared facilities are a laundry and no office. • Areas of communal space which needs to be monitored, or • Communal fire-doors which need to be periodically surveyed. 	2 -3 years	WCC & External
Cat C	Low risk	5 yearly	5 years or when structural change
New build	-	Prior to handover	WCC Compliance officer
Property subject to structural or layout alterations which materially alters or compromises the fire compartmentation systems	-	on completion of the work	WCC Compliance officer

Table 2 - Categories of Fire Alarm system

Guidance on the design, installation and maintenance of fire detection and warning system contained in BS 5839: Part 1. Where automatic detection of fire is provided for life safety, the system will be designated as a category L system, within which there are subdivisions L1 to L5. See Table below which presents a summary of the information from BS 5839 Part 1.

Categories	
L1	Installed throughout all areas of the building
L2	A system designed to give warning before escape routes are impassable but with enhanced coverage in specified areas
L3	A system designed to give a warning before escape routes are impassable
L4	A system which provides warning of smoke within escape routes
L5	Installed in specific locations to satisfy a specific fire safety objective