

## Governance Information

<b>Applicable Legislation</b>	<ul style="list-style-type: none"> <li>· Fire Safety (England) Regulations 2022;</li> <li>· Fire Safety Act 2021;</li> <li>· The Regulatory Reform (Fire Safety) Order 2005 (RRFSO);</li> <li>· Building Safety Act 2022;</li> <li>· Housing Act 2004;</li> <li>· The Building Regulations 2010;</li> <li>· Health &amp; Safety at Work etc. Act 1974;</li> <li>· The Management of Health &amp; Safety at Work Regulations 1999;</li> <li>· The Furniture &amp; Furnishings Regulations 1988;</li> <li>· The Building Regulations Approved Document B;</li> <li>· Fire safety in purpose-built blocks of flats;</li> <li>· PIBS Personal Information Guide v2;</li> <li>· Social Housing (Regulation) Act 2023.</li> </ul>
<b>Policy owner</b>	Director of Operations
<b>Approved by</b>	CMT
<b>Regulatory reference</b>	Safety & Quality Standard
<b>Date approved</b>	June 2024
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<b>Stakeholders consulted</b>	Safety Boss – 3rd party Safety expert
<b>Version</b>	V.1

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## 1. Policy

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- 1.1 At the Industrial Dwelling Society (herein known as IDS) our residents' safety is our top priority.
- 1.2 We are committed to ensuring the safety and well-being of all our residents, staff, and visitors. Recognising the critical importance of fire safety in our homes, we have developed this policy to highlight our action and commitments.

## 2. Purpose

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- 2.1 We adhere to the following principles to ensure the ongoing safety of our residents, staff and visitors:
  - **Compliance** - We strictly adhere to UK fire safety regulations, ensuring full compliance at all times.
  - **Risk Assessment** - We conduct regular, comprehensive fire risk assessments to identify hazards and vulnerabilities.
  - **Prevention and Mitigation** - Proactive measures are in place to prevent fires and minimize their impact, including the maintenance of safety equipment.
  - **Education and Training** - We provide thorough fire safety awareness for residents to help keep themselves safe and training for staff, empowering them to respond effectively in emergencies.
  - **Communication** - We maintain transparent communication with our residents, addressing concerns and raising awareness of fire safety measures.
  - **Accountability** - Clear lines of accountability are established, with IDS senior management regularly monitoring compliance and performance.

## 3. Scope

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- 3.1 This policy applies to all to IDS employees, residents and representatives of IDS, including contractors and third parties who carry out duties on our behalf.
- 3.2 This Policy covers all buildings under our ownership and management, and where we are the "Responsible Person" for Fire Safety. This includes the communal areas of blocks for flats, maisonettes, retirement living, and commercial buildings, such as offices.
- 3.3 The Policy should be read in conjunction with the following IDS policies: Health & Safety Policy, Estate Management; Gas Safety Policy, Electrical Safety Policy, Asbestos Policy and Lift Safety Policy.

## 4. Our Commitment

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- 4.1 IDS will ensure compliance with general fire precautions under the FSO (Fire Safety Order) 2005 as well as all other relevant legislation and regulations.
- 4.2 We will make every effort we can to make sure that people are safe in the event of a fire. This includes maintaining premises, fire safety equipment, emergency routes and exits.
- 4.3 We will provide fire safety risk information to people living in, working at or visiting our premises. We will make sure residents are told about their responsibilities for fire safety and what to do in an emergency.
- 4.4 We provide general fire safety information to residents via our website, and periodically share safety advice via our newsletters and automated messaging from our housing management system.

- 4.5 We are committed to working with relevant Fire Services to create safer places to live and work. We will take opportunities to work together to share information and raise awareness of fire safety.

## 5. Fire Risk Assessments

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- 5.1 IDS will ensure that each property requiring a Fire Risk Assessment (FRA) has one in place that is PAS 79 compliant (Publicly Available Specification) from the British Standards Institute (BSI) and has been carried out by a competent fire risk assessor.
- 5.2 We will ensure that new FRA's are completed annually for high-risk blocks (sheltered schemes) and every three years for all other blocks.
- 5.3 We will implement all mandatory fire precaution measures identified by fire risk assessments. We will complete actions in line with the timescales outlined on the FRA, prioritising actions of greater risk. We will give due consideration to all non-mandatory recommendations.
- 5.4 FRA's will also be reviewed when any significant changes affect the fabric or use of the building.

## 6. Maintenance & Compliance Follow Up Work

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- 6.1 IDS will carry out a programme of servicing and maintenance, in accordance with all relevant British Standards and manufacturer's recommendations, to all fire detection, prevention and firefighting systems and equipment within buildings owned or managed by us.
- 6.2 We will install new hard wired smoke alarms and carbon monoxide detectors in all domestic properties as part of the annual gas safety check if required, or if recommended as part of an FRA. We will also test and renew these as required as part of the annual gas safety check.
- 6.3 We will have processes in place to gain access should any tenant or leaseholder refuse access for us to carry out essential fire safety related inspection and remediation works.
- 6.4 We will have processes in place to access properties with vulnerable residents, ensuring timely compliance and safeguarding their wellbeing whilst balancing the need to manage health and safety risks.

## 7. Evacuation Strategies

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- 7.1 Each building will have an evacuation strategy clearly defined within the FRA. The evacuation strategy will be agreed with the competent person undertaking the FRA.
- 7.2 We will display a prominent fire escape notice in all premises.
- 7.3 We will produce PEEP's for all IDS employees and residents who require them, either through our tenancy audit programme or when a resident advises us that they will need support to evacuate a building. This will include an agreed evacuation plan if applicable in offices and sheltered accommodation.
- 7.4 We will not routinely carry out fire drills in our residential properties.

## 8. Management of Communal Areas

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- 8.1 We will inspect communal areas and services risers in accordance with the FRA priority timescales.

- 8.2 We will periodically inspect and maintain fire doors within communal areas within residential buildings containing two or more flats, ensuring they are in good working order. We will also inspect front entrance fire doors to residential properties on an annual basis.
- 8.3 We have a zero tolerance approach to items in our communal areas to help keep our residents safe. This means that we will not permit residents to leave any personal belongings or items of furniture outside of their homes. This does not include door mats which are permitted, and must be kept in good condition.
- 8.4 Residents are not permitted to store or charge e-bikes and e-scooters in communal areas. They can however be stored and charged in individual homes so long as it is done safely. We will provide safety advice for e-bikes and e-scooters for all IDS residents to adhere to.

## 9. Definitions

<b>PEEP</b>	Personal Emergency Evacuation Plan – These are bespoke escape plans which are created to assist any IDS employee or residents that may require additional support in the event of an emergency evacuation of a building.
<b>Responsible Person</b>	The individual or organization with specific duties related to fire safety in a premises. For the purposes of this policy the responsible person is IDS.
<b>Competent Person</b>	Someone who possesses sufficient training, experience, or knowledge to effectively implement fire safety measures

## 10. Roles & Responsibilities

<b>Chief Executive</b>	Responsible person as defined by the Building Safety Act.
<b>Director of Operations</b>	Overall responsibility for the implementation of this policy.
<b>Head of Asset Management and Compliance and M&amp;E Compliance Manager</b>	Responsible for overseeing fire risk assessment programme and programmes to complete fire risk actions.
<b>Compliance Officer</b>	Raising work orders for FRA's and for works arising from assessments.

## 11. Equality Impact Assessment

- 11.1 An Equality Impact Assessment has been completed for this Policy.

## 12. Policy Review & Monitoring

- 12.1 We will review this policy every two years, or following legislative change, to ensure the Policy remains effective and complies with current legislation and good practice.

12.2 All relevant KPI's aligned to fire safety performance are regularly monitored and reviewed as follows:

- Monthly by the Asset and Compliance team.
- Quarterly at the Health and Safety Forum.
- At every Operations Committee meeting.
- At every Board meeting.

12.3 We will routinely monitor our performance in implementing this policy.