

Cheltenham Borough Council Housing Fire Safety Policy – July 2024

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- Property Compliance Manager (Author)

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1.0 Introduction and purpose of the policy

- 1.1 Cheltenham Borough Council (CBC) is responsible for the management and maintenance of its housing stock. These properties consist of general needs, sheltered independent living and leasehold properties, and include houses, flats, bungalows and maisonettes. As a landlord and an employer CBC have a moral and a legal obligation to ensure that risk associated with fire is minimised, as far as reasonably practicable, and that the relevant Fire Safety Regulations and best practice recommendations are followed.
- 1.2 Fires have the potential to cause loss of life, major injury and damage to assets, as well as affecting service delivery. CBC is committed to providing a safe and secure environment for all its employees, residents, visitors and contractors.
- 1.3 The purpose of this policy is to ensure that CBC are compliant with the statutory requirements and guidance documents as listed below:
- The Regulatory Reform (*Fire Safety*) Order 2005
 - The Housing Act 2004
 - Health and Safety (*Safety Signs and Signals*) Regulations 1996
 - The Management of Health and Safety at Work Regulations 1999
 - Building Regulations Part B 2010
 - Fire Safety in purpose-built blocks of flats (*LGA*) 2011 (*updated 2022*)
 - The Construction (*Design and Management*) Regulations 2015
 - Fire Safety Act 2021
 - Fire Safety Regulations 2022
 - Building Safety Act 2022
- 1.4 Additionally, CBC wishes to reduce the incidence of fires within resident's homes, even where there is no statutory responsibility placed upon the service. We set out the measures in place to achieve this, within this policy.

2.0 Scope and Objectives

- 2.1 This policy applies to residential properties owned or managed by CBC and to all employees and contractors involved in the management of residents and the maintenance or improvement of properties and servicing of equipment within properties. It does not include offices, civic building or other assets owned by CBC which are covered by the CBC Health & Safety Policy.
- 2.2 The main objectives of this policy are to ensure CBC has adequate measures in place in their approach to fire safety to meet their statutory duties and provide a customer centred approach to:

- Safeguard all relevant parties
- Minimise risk of fire and to limit spread
- Limit the potential damage to assets from fire

3.0 Relevant Legislation and Regulatory Compliance

When a property is designed and constructed, Building Regulations make requirements in respect of various fire safety measures. However, there is no ongoing control for the maintenance of these measures under Building Regulations; the regulations have no further effect until there are proposals for alterations. After a property is occupied, fire safety is regulated by the Housing Act 2004, Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Building Safety Act 2022 and Fire Safety Regulations.

A brief summary of these regulations is given below to inform this policy.

3.1 Building Regulations 2010 - Part B

This document defines the general requirements for fire safety in newly constructed or converted properties, this covers the fire resistance of the structure, layout and escape routes and the provision of fire detection and alarms.

3.2 The Housing Act 2004:

Regulates fire safety in existing residential premises by way of the Housing Health and Safety Rating System (HHSRS). This is the principle legislation designed to assess and regulate fire safety standards within dwellings and communal areas pertaining to them, with fire hazard being one of the 29 hazards under the HHSRS. Guidance for fire safety within these types of residential properties is provided by Local Authorities Coordinators of Regulatory Services (LACoRS) in its publication 'Housing – Fire Safety' and also Government guidance document on fire risk assessments in sleeping accommodation.

3.3 The Regulatory Reform (Fire Safety) Order 2005 (RRFSO):

The Regulatory Reform (Fire Safety) Order 2005 (the 'FSO') applies to the common parts of blocks of flats but does not apply to individual flats. The FSO also applies to workplaces within a block of flats. For example, these can include a room used by a caretaker or concierge, a plant room or commercial premises, such as sheltered housing.

The FSO imposes a general duty of fire safety care in respect of 'relevant persons'. This includes anyone lawfully on the premises. The duty is primarily to ensure that the fire safety measures within the common parts, plant rooms, and so forth are such as may reasonably be required in the circumstances of the case to ensure that the premises are safe. (If any part of the block is a workplace, the fire safety measures must, so far as is reasonably practicable, ensure the safety of employees.)

The fire safety measures within the common parts must be adequate for compliance with the FSO and comprise the following:

- Measures to reduce the risk of fire and the risk of spread of fire
- Means of escape from fire
- Measures necessary to assist people in the use of escape routes, such as emergency escape lighting, fire exit signs and measures for smoke control. (Some of these measures may not be necessary in all buildings: for example, where escape routes are straightforward, easily identifiable and likely to be well-known to occupants, fire exit signs will normally be unnecessary)
- Where necessary, fire extinguishing appliances. (These are not normally necessary within common parts, but might be necessary within a plant room, office or other non-domestic parts of the block.)
- Any fire alarm system necessary to ensure the safety of occupants. (Normally, a fire alarm system within the common parts is not necessary or appropriate.)
- An emergency plan. (In a small block of flats, this may be as simple as a fire action notice, but it is important that the procedure to adopt in the event of is disseminated to all residents.)
- The FSO requires that the appropriate fire safety measures are determined by means of a fire risk assessment (FRA). The FRA must be 'suitable and sufficient' to ensure that the general duty of fire safety care is satisfied within the common parts. This fire risk assessment does not address the safety of residents from fire within their own flat.

3.4 **Fire Safety Act 2021:**

This Act has resulted from the Grenfell tragedy, it introduces the concept of risk-based guidance and clarifies the scope of the Fire Safety Order:

- It applies to all residential buildings, no matter of height, containing two or more homes, whether there are internal communal areas or not
- It applies to the structure, external walls (including cladding, windows and balconies), and individual flat entrance doors between domestic premises and the common parts of multi-occupied residential buildings; these components must now be included within the FRA
- The Responsible Person has the duty to commission a suitable and sufficient FRA
- The Fire and Rescue Service are allowed to enforce against non-compliance in relation to external walls and flat doors opening onto the common parts

3.5 **Fire Safety Regulations 2022:**

The regulations seek to improve the fire safety of blocks of flats in ways which are more practical, cost effective for individual leaseholders and proportionate to the risk of fire. (*Regulations come into force 23 January 2023*). The main implications being:

- Introduction of a number of requirements for the management and maintenance of Higher Risk buildings (at least 18m in height or 7 storeys) including secure information box, tighter control of materials, provision of floor plans, fire lifts and fire fighting equipment and wayfinding signage
- For residential building over 11m in height, individual flat fire doors to be checked annually and all communal fire doors to be checked quarterly
- For all multi-occupied residential buildings, the Responsible Person is required to provide residents:
 - relevant fire safety information, including how to report a fire and what to do in the event of a fire based on the evacuation strategy for the building
 - information relating to the importance of fire door safety

3.6 **Building safety Act 2022:**

This Act has resulted from the Grenfell tragedy, creating a centrally regulated regime to govern the design, construction and maintenance of the built environment. The Act was published 13 May 2022 and is anticipated to take 12-18 months to implement (i.e. April -October 2023). The main requirements of the Act are:

- The Building Safety Regulator as part of the Health and Safety Executive to oversee the safety and performance systems for all buildings, recommend changes to the Building Regulations and encourage improved competence
- in the built environment. The Building Safety Regulator will also act as the building Control Authority for 'higher risk' buildings
- Higher Risk Buildings – being those at least 18m in height or with at least 7 storeys, currently CBC does not own or manage any in-scope buildings
- Competency requirements – legal duty on Clients to appoint competent persons to carry out building or design work, having the skills, knowledge and behaviours necessary
- Duty holders have been introduced for the design, construction and maintenance of Higher Risk buildings and a Gateway regime has been introduced for the design, construction and refurbishment of Higher Risk Buildings
- The role of Accountable person has been introduced for Higher Risk Buildings

3.7 **Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022:**

Introduces additional requirements for registered providers of social housing requiring:

- At least one smoke alarm to be provided on each storey of homes where a room is used for living accommodation
- A carbon monoxide alarm is installed in any 'living space' where a fixed combustion appliance (excluding gas cookers) is installed
- smoke and carbon monoxide alarms are repaired or replaced once they are informed they are found to be faulty

4.0 Policy

CBC recognises the importance of minimising risk from fire to occupants and assets and to meet it's legal and moral duties, in this regard CBC will:

- Implement measures to reduce the risk of fire and the spread of fire
- Implement a programme of FRAs, to include for renewal and interim reinspection in line with agreed cycles, for all relevant premises
- Ensure fire risk assessor's competence in line with standard recognised accredited bodies such as, but not limited to, IFA, BAFE SP205, NAFRAR, FRACS and in line with current CBC insurers requirements
- Implement appropriate measures to eliminate, reduce or control risks identified within current FRAs.
- In consultation with residents, identify those who would be unable to self-evacuate in the event of a fire. In such cases CBC will:
 - Record cases on the central housing management system and update the record when changes are identified or notified by the resident
 - Provide the Gloucestershire Fire and Rescue Service (GFRS) with an electronic report monthly, identifying properties where there are residents who may be unable to self-evacuate
 - When identified conduct person-centred risk assessments relating to fire to mitigate risks
 - CBC will support customers who are unable to self-evacuate to register on the housing register for a move to more suitable accommodation
- Provide and maintain appropriate means of escape in the event of fire, through visual inspections at regular intervals.
- Have in place a published policy and clear procedures for keeping communal areas free from obstructions and combustible materials and guidance on safe use of balconies.
- Undertake quarterly checks on all communal fire doors for buildings 11 meters and above and annual checks on all flat entrance fire doors.
- Undertake annual checks on all communal fire doors for blocks below 11 meters.
- Undertake repairs and improvements as required to maintain fire protection within properties in accordance with recognised installer accreditation and material standards to ensure continued fire rated performance.
- Undertake audits by competent persons recognised through appropriate training and qualifications as appropriate, to ensure quality, adherence to procedures and compliance of fire management.
- Provide appropriate guidance/advice to all employees, residents and contractors on how to prevent fires.
- Provide appropriate training to employees in fire precautions appropriate to their job role and responsibilities.
- Provide, maintain and service fire detection, alarms, smoke vents and emergency lighting systems where present.
- Provide, maintain and service fire-fighting equipment where present.
- Provide and maintain appropriate fire signage.

- Develop a monitoring system to ensure the effectiveness of the preventative and protective measures.
- Liaise with appropriate enforcing authorities as necessary.
- Regularly communicate key fire safety messages to all our residents, including any evacuation strategy for the building (*stay put or simultaneous*) within CBC managed premises.
- Using suitable and varied means, inform residents of the importance of fire doors and their correct operation and advise them of their duty not to tamper with fire doors.
- Promote Safe and Well appointments to residents, in partnership with Gloucestershire Fire & Rescue Service.
- Carry out repair or replacement of faulty fire detection devices when we become aware either through testing or when informed by the resident

5.0 Responsibilities

CBC will nominate Duty Holders to manage and carry out fire safety obligations. All relevant employees will receive appropriate training to deliver their duties as identified under this policy.

5.1 Cabinet

The Cabinet has overall responsibility for approving this Policy and delegating responsibility for its implementation, monitoring its effectiveness at high level and receiving assurance of compliance. The Cabinet is also responsible for ensuring that adequate resource is made available to enable CBC to meet its legislative duties in relation to fire safety.

The Housing Cabinet Committee is responsible for ensuring that the Cabinet receives the assurance it requires.

5.2 Chief Executive

The Chief Executive is the Statutory Duty holder for fire safety and delegates duties via the Deputy Chief Executive

5.3 Deputy Chief Executive

The Deputy Chief Executive through the Heads of Service will support the Chief Executive in the position as Duty Holder and as such will be responsible for ensuring that:

- An effective Policy, supported by a robust management framework is in place to prevent and/or control the fire risk
- Individuals charged with Fire Safety Control within CBC are competent and have the necessary resources at their disposal to undertake the work effectively

- The appointment of a Responsible Person - 'Responsible Persons' are those defined as owing a duty to the occupants of their premises and receiving a rent, although not necessarily the owner. The Responsible Person must as far as is reasonably practical make sure that everyone on CBC managed homes and related assets, will be safe if there is a fire

5.4 **Head of Technical and Investment**

The Head of Technical and Investment, through the Property Compliance Manager will be responsible to ensure:

- The development and review of an effective Policy
- The overall implementation and maintenance of a robust management framework which is fit for purpose to prevent and/or control the risk for both CBC staff, occupants and visitors
- The appointment of competent persons (including Responsible Person) and/or contractors employed by on behalf of CBC
- Advice and recommendations affecting Policy

5.5 **Property Compliance Manager**

The Property Compliance Manager (*Responsible Person excluding servicing contracts*) with the assistance of the Property Compliance Officer and Estate Compliance Officers will be responsible for ensuring:

- A framework is put in place for the implementation and management of required Fire Safety Measures
- In liaison with the Tenancy Services Manager to develop a policy for Clear Corridors and Use of Balconies
- To oversee the development of a set of fire safety procedures, with support from the Head of Building Services and Tenancy Services manager
- Keeping up to date with legislative and best practice changes, informing the business and advising of required changes to practices and policies
- Creation and ongoing review of the Fire Safety Policy
- Overview of programme for undertaking, reviewing and monitoring FRA's
- Ensure fire risk assessors competence in line with standard recognised accreditation
- Providing advice and guidance to all CBC staff and contractors
- Monitor day to day compliance and report on it monthly through the Compliance Report
- Facilitate regular liaison meetings with GFRS (minimum quarterly) together with internal fire safety working group.
- Ensure those tasked with inspecting and gathering information relating to passive fire protection have suitable and sufficient training and escalating performance issues with respective line managers
- Storing information on all fires that occur within the scope of CBC management to aid in any lessons or actions to mitigate the risks from fire in the future.
- Monthly performance update commentary and as and when required reports to Leadership Team, Executive Team, Audit and Risk committee and Board

- Management of competent contractor to complete planned Fire Risk Assessments.
- Ongoing review of all existing Fire Risk Assessments, ensuring day to day compliance.

5.6 Property Compliance Officer

The Property Compliance Officer in liaison with the Property Compliance Manager and Property Compliance Surveyor, will be responsible for:

- Undertaking regular reviews of the status of FRAs, putting forward programmes for renewal and reinspection and raising orders
- Assisting with allocation of actions arising out of the FRAs
- Monitoring and updating status of fire actions
- Assisting in development of efficient systems to manage fire safety
- Developing specific and ongoing periodic resident communications
- Reporting against KPIs
- Ensuring GFRS are provided with an electronic monthly report identifying properties where there are residents who may be unable to self-evacuate
- Assisting in the management of Fire Risk Assessment actions, update Fire Risk Tracker

5.7 Head of Building Services

The Head of Building Services in liaison with the Head of Investment and Technical will have overall responsibility for implementing and maintaining a robust framework to assist in the discharge of this policy where Building Services colleagues will be required to undertake specific duties that may be identified for the prevention or mitigation of the risks associated with Fire Safety, ensuring:

- That employees and contractors involved in undertaking any work to occupied/void properties and communal areas are competent to do so and have received the necessary level of training to perform their role in connection with minimising the risk from fire
- Appointment of Electrical Supervisor to be the “responsible person” for servicing contracts
- That suitable service contracts are in place for the servicing and maintenance of fire safety equipment as detailed within Standard Levels of protection table, below

5.8 Electrical Supervisor

The Electrical Supervisor will be the Responsible Person for servicing contracts and therefore will be responsible for:

- Producing and maintaining policies and procedures relating to all servicing contracts listed within Standard Levels of protection table, below:

- Record keeping of all servicing and inspections through logbooks and asset management systems in place etc
- Management of contractors and completing audits to provide assurance that CBC are compliant
- Competent advice and recommendations affecting Policy
- Communicating proposed works around Fire with the Property Compliance Surveyor, when appropriate
- Providing performance information to the Property Compliance team in relation to agreed KPIs
- Providing certification to evidence compliance

5.9 **Estates Compliance Officer**

The Estates Compliance Officer will be responsible for:

- Ensuring that communal areas are kept clear of obstructions and combustible items, following agreed procedures to ensure items within these areas are removed swiftly
- Routine testing of emergency lighting
- Checking of fire signage and replacement of fire action notices and other signage as required
- Quarterly inspection of communal fire doors on blocks 11 meters and above in line with current regulations
- Annual inspection of all flat entrance fire doors
- Annual inspection of communal fire doors on blocks below 11 meters
- Assisting the Property Compliance Manager ~~surveyor~~ in review of fire risk assessments and inspection of works identified as required within fire risk assessments
- Promoting fire safety with residents
- Taking appropriate action to raise works orders where required and monitor subsequent execution of works
- Appropriate record keeping in relation to all fire related tasks
- Liaising with the Property Compliance Team as required over matters of compliance, actions required and performance to support corporate performance reporting

5.10 **Housing Support Officers**

Housing support officers will be responsible for:

- Undertaking basic checks to identify maintenance requirements in relation to fire resisting components within homes and communal areas
- Reporting any concerns relating to specific residents where additional measures may be required, for instance flashing detectors where there is hearing impairment etc.
- Undertaking person centred fire risk assessments with residents and develop plans with them, identifying residents unable to self-evacuate and updating records as appropriate
- Make referrals to GFRS for safe and well visits

5.11 **Tenancy Management Officers**

Tenancy Management Officers will be responsible for:

- To support the development of fire safety procedures and meet the requirements set by these
- Identifying residents unable to self-evacuate keeping records updated
- Undertaking person centred fire risk assessments where identified as required
- To promote the Clear Corridors and Safe Use of Balconies Policy with residents
- Tenancy management requirements in relation to infringement of clear corridor policy where these have been escalated by the Estates Compliance Officers
- Where it is identified that a resident above ground floor level would be unable to self-evacuate due to disability, support the resident to register on the Housing Register for a move to more suitable accommodation

5.12 **Empty Homes Team**

The Empty Homes team will be responsible for:

- Promoting fire safety advice, including signposting to support and information

5.13 **Health and Safety Manager**

The CBC Health and Safety Manager in coordination with Human Resources and line managers will:

- Identify fire safety training requirements appropriate for each role
- Ensure that appropriate fire safety training is provided at induction and refresher training at suitable intervals

5.14 **All CBC employees**

Within day-to-day duties, all CBC employees at all levels have Fire Safety responsibilities:

- When attending any CBC property or block, all colleagues are required to visually inspect communal areas to identify any obstructions, ensure fire doors are closed and in good working order and all fire signage is present. When this is not the case, or there are faults on the fire equipment, flammable materials stored or any signs of damage/arson attempts within properties or communal areas they are to liaise with the Estates Compliance Officer over action to be taken.

These roles may include, but are not limited to:

- Housing Support Officers
- Housing Revenues Officers
- Tenancy Management Officers
- Repairs Supervisors
- Lettings Officers
- Estate Operatives
- Repairs Operatives
- Building Surveyors

- All significant non-compliance must be reported to the Property Compliance Manager
- All employees must comply with any procedure or controls put in place to reduce the risk of fire and act in the event of fire.
- Employees will undertake identified training in relation to fire safety as appropriate to their role and responsibilities and this will be monitored through the CBC training portal.

5.15 Resident Responsibility

Communal areas in all CBC managed blocks remain the sole responsibility of CBC, irrespective of tenure. Leaseholders in these situations have a duty to comply with any fire safety requirement imposed on CBC in managing the risk from fire.

Residents of individual general needs and leasehold properties are responsible for fire safety within their home, CBC will encourage them to:

- Carry out regular tests of their individual fire detection system.
- For tenants CBC will request that they inform CBC immediately of any faulty smoke or heat detector, CBC will then arrange for repair or replacement as appropriate; for leaseholders, CBC are not responsible for their domestic fire detection installations and have no jurisdiction over these.
- Inform CBC if stored oxygen is present within their home, GFRS are informed by the oxygen supplier of all homes where oxygen is present and therefore CBC or the resident do not need to inform them.
- To meet the requirements of the Mobility Scooter policy in terms of storage and charging.
- Not leave items in communal hallways, stairs or corridors as these could be combustible or cause obstruction, action will be taken by CBC to remove/relocate such items if found to be present.
- Not undertake any unauthorised alterations to their home including to the fire door which could compromise fire safety.
- Not undertake any activities or store materials which present an increased fire risk.

6.0 Performance Standards

6.1 FRAs

In accordance with current best practice FRA's in communal areas will be reviewed as below;

Block Type	Property types	FRA renewal	FRA review
Higher risk blocks	Sheltered / independent living schemes, conversions, 5 storey blocks, blocks with high proportion of vulnerable residents	3 yearly	Annual
Low risk blocks	Low rise blocks, modern buildings and those with no internal communal areas	4 yearly	Biennial

As standard Type 3 FRAs will be undertaken unless concerns are raised, in which case more invasive Type 4 FRAs will be required.

The above programme will be followed unless there is a significant change within the building where a further review or new assessment may be deemed necessary e.g. as a result of major works being carried out, fire related incident or change in current legislation.

6.2 Evacuation

In line with advice from GFRS, CBC approach is for residents to stay put in the event of a fire in their block. GFRS will then be responsible for arranging any evacuation that may become necessary; due to this approach fire drills are not necessary. If however in the case of a fire starting within the residents property it is advised they leave, close the door securely upon exit and raise the alarm by calling 999.

A simultaneous 'get out' evacuation approach will only be used where there is a potential compromise of the fire safety of a block, in which case the change in approach will be agreed with GFRS and residents will be informed together with advice on what to do in the event of a fire. Due to blocks not being managed by on-site staff fire drills are not appropriate.

6.3 Standard Levels of protection

The table below outlines the standard minimum levels of fire detection CBC will install in various types of property throughout the stock. This is to be used as guidance and the final equipment installed will be based on a risk assessment undertaken to identify specific risks within property types.

Where it is identified that a resident has a disability which may impact on their ability to respond to standard fire detection, or that puts them at greater risk from fire, we will work with Social Services, who will determine specific adaptations that may be required, such as flashing beacons, sprinkler/misting systems etc. Where these fall within the remit of CBC we will arrange for such adaptations to be installed and thereafter maintained.

Living Accommodation		
Dwelling Type	Standard Detection	Grade
Single household occupancy including flats	System incorporating one or more interlinked mains powered smoke detectors (<i>and heat alarms if required</i>) that form part of the escape routes from the premises, each with an integral stand-by supply. The inter-link can be hardwired or radio-interlinked. CO detector installed in any 'living space' where a fixed combustion appliance (<i>excluding gas cookers</i>) is installed.	Grade D: LD3
Flat/House within a Sheltered/ Independent Living Scheme	System incorporating one or more interlinked mains powered smoke detectors (<i>and heat alarms if required</i>) that form part of the escape routes from the premises, each with an integral stand-by supply. The interlink can be hardwired or radio-interlinked.	Currently Grade D: LD3 Moving to LD1 upon a programme of works
All applicable	CO detector installed in any 'living space' where a fixed combustion appliance (<i>excluding gas cookers</i>) is installed. Tunstall unit or similar system allowing the activation of smoke and heat detectors to be monitored via a call centre.	
Communal Areas of Domestic Accommodation		
Block configuration	Standard Detection	Grade
Communal Area of block of flats with 18 or less dwellings	We will not fit an alarm within the communal areas as standard into these blocks of flats, in line with the 'Stay put' policy, however the below measures will be taken: <ul style="list-style-type: none"> - All flats will be fitted with alarms as per the above specification - Walls of communal areas where painted, to be painted with Class O paint to control the spread of flame - Emergency Lighting to be installed in communal areas - Fire signage installed highlighting exit routes - FD30s doors to be fitted to flat entrance doors to control flame and smoke spread into the communal area 	NA

	- Risk assessment to be reviewed/renewed as detailed in section 5.	
Blocks with specific risks	Blocks which have specific risks (<i>for example conversions or those with longer exit routes or higher proportion of vulnerable residents</i>) will have a higher grade of automated detection system installed. This will be based on risk and building assessment as specified by a competent contractor	Where alarms are fitted in communal areas they will comply with BS5839-1 Grade A: LD2

6.4 Fire Safety Equipment Testing

Equipment	Test	Frequency	Responsibility
Smoke, CO, Heat Alarms in domestic properties	Check alarm is functioning and where applicable that it is interconnected to other alarms in property	Annual	CBC Repairs / Gas Servicing and Installation Contractor Contractor monitored by CBC Property Compliance Officer
Tunstall Units	Check unit is activated by smoke and heat alarms and that it connects to call centre	Annual	CBC Electrical Supervisor delivered by CBC Housing Support Officers
Emergency Lights	3 Hour battery check test Monthly switch over	Annual Monthly	CBC Electrical Supervisor Delivered by CBC Repairs & the Fire Maintenance Contractor CBC Estate Operatives

Fire Panels	Full test/Quarterly	Annual/ Quarterly	CBC Electrical Supervisor delivered by Fire Maintenance Contractor
Sounders, Beacons, call points	Full test/Quarterly	Annual/ Quarterly	CBC Electrical Supervisor delivered by Fire Maintenance Contractor
Alarm check on Sheltered / Independent living Schemes	Check alarm is functioning and connects to Hereford call centre	Weekly	CBC Housing Support Officers
Fire Equipment including blankets and extinguishers	Full Test	Annual	CBC Electrical Supervisor delivered by Fire Maintenance Contractor
Lightning protection system	Service	Annual	CBC Electrical Supervisor delivered by specialist contractor
Automatic Smoke Vents	Service	Annual	CBC Electrical Supervisor delivered by Fire Maintenance Contractor

6.5 Performance reporting

Performance relating to fire prevention is monitored and managed by the Property Compliance Manager. Due to the diverse responsibilities within CBC it is essential that all records are updated on a timely basis enabling real time overview of performance and issue status.

The following KPIs will be reported on monthly:

- Higher risk properties, % FRAs in date - Target 100%
- Lower risk properties, % FRAs in date - Target 100%
- Number of fire actions not yet complete – Higher risk blocks
- Number of fire actions not yet complete – Lower risk blocks
- Number of high priority fire actions not yet complete – All blocks
- Number of fire actions past target completion date – All blocks – Target 0%
- Hard wired smoke detectors tested within last 12 months – Target 100%
- Carbon monoxide detectors tested within last 12 months – Target 100%
- Fire deficiency notices served by GFRS – Target 0
- TSM's relating to fire management are also aligned and reported with KPI's above

7.0 Communication

CBC recognises the importance of communication in improving fire safety and as such will:

- Provide regular communications to residents through differing media regarding fire safety within homes, actions to be undertaken in the event of a fire and actions taken by CBC to reduce fire risks.

8.0 Risk Management

Adhering to this policy will help ensure CBC mitigate strategic risks relating to fire. The risk is recorded and reviewed at intervals by senior management on CBC internal Risk Management system Clearview and reported to Audit and Risk Committee.

9.0 Related Documents

- Fire Safety Procedure
- Management of Communal Space Policy (In development)
- Gas Safety Policy
- Electrical Safety Policy
- Scooter Policy (in development)