

# FOR PUBLICATION

## HOUSING FIRE MANAGEMENT POLICY (H000)

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MEETING:                   1. CABINET  
                                  2. EXECUTIVE MEMBER FOR HOUSING

DATE:                       1. 27 JANUARY, 2015  
                                  2. 16 JANUARY, 2015

REPORT BY:                HOUSING SERVICE MANAGER – BUSINESS  
                                  PLANNING AND STRATEGY

WARD:                      ALL

COMMUNITY FORUM:      ALL

KEY DECISION             434  
REFERENCE  
(IF APPLICABLE):

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### FOR PUBLICATION

#### BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE:	<ul style="list-style-type: none"><li>Housing Fire Risk Assessment Report – Savills 2014</li><li>Regulatory Reform (Fire Safety) Order 2005</li></ul>	LOCATION:	Business Planning and Strategy – Housing Services
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#### 1.0 PURPOSE OF REPORT

1.1 For Cabinet to approve and adopt the Revised Housing Services Fire Management Policy. (Revised policy document attached at **Appendix 1**)

## 2.0 **RECOMMENDATIONS**

- 2.1 That Cabinet approves and adopts the Housing Services Fire Management Policy.
- 2.2 That the Business Planning and Strategy Manager be authorised to carry out an annual review of fire safety arrangements and that an annual report be submitted to the Executive Member for Housing.

## 3.0 **BACKGROUND**

- 3.1 The Regulatory Reform (Fire Safety) Order 2005 (FSO) introduced duties for landlords in relation to fire safety in the common areas of flats, maisonettes and sheltered accommodation in which personal care is not provided. These duties include the carrying out of a Fire Risk Assessment and taking specific action to minimise the risk of fire in the common parts.
- 3.2 A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of a Fire Risk Assessment are to identify the fire hazards, to reduce the risk of those hazards potentially causing harm to as low as reasonably practicable and to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.
- 3.3 On the 19 March, 2013 Members approved the re-appointment of Savills, a firm of Chartered Surveyors with expertise in carrying out Fire Risk Assessments, to undertake these assessments on behalf of the Council on a rolling programme until 2017/18.
- 3.4 The findings of the 2013/14 assessments and the associated action plan were presented to Members in July, 2014 and the Business Planning and Strategy Manager was authorised to carry out the remedial works which required immediate attention. This work is currently being progressed and the 2014/15 Fire Risk Assessments have just been completed on site. Any additional remedial works identified will be included in the 2015/16 Housing Capital Programme.

## 4.0 **FIRE MANAGEMENT POLICY**

- 4.1 A Fire Management Policy pulls together all of the information, policies and procedures relating to fire safety in the residential premises owned and / or managed by the Council's Housing Service.

4.2 The objectives of the Fire Management Policy are to;

- Comply with all current fire safety legislation (namely the Building Regulations 2010, the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005)
- Minimise the risk of fire and subsequent danger to occupants of all residential premises controlled by Chesterfield Borough Council Housing Services
- Achieve best practice in the approach to fire safety, obtaining standards above the minimum legislative requirements where possible

4.3 It sets out the responsibilities for fire safety management, how these are allocated to specific employees and all other employees. It also sets out the responsibilities of tenants, residents and visitors to these premises.

4.4 The policy clearly sets out the Evacuation Policies for the different types of premises owned and managed by Housing Services and the assistance that the Council can give in this process.

4.5 Finally it brings together all the fire safety related information into one document, including;

- Documented fire risk assessments, reviews and amendments
- Fire precautions records e.g. checking of fire alarms, emergency lighting, fixed systems and fire extinguishers
- Fire safety training and fire drills
- Fire history records

4.6 The policy will be reviewed on an annual basis and a report submitted to the Executive Member for Housing.

## 5.0 **RISK MANAGEMENT**

<b>Description of the Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating Action</b>	<b>Resultant Likelihood</b>	<b>Resultant Impact</b>
Enforcement action under the Regulatory Reform (Fire Safety) Order 2005	High	High	Implement the actions set out in the Fire Risk Assessments and carry out annual reviews	Low	High
Fire Enforcement Notices being served on the Council requiring them to carry out immediate	High	High	Implement the actions set out in the Fire Risk Assessments and carry out annual reviews	Low	High

remedial work / building closure or legal action resulting in a fine					
Fire which injures or kills residents	High	High	Implement the actions set out in the Fire Risk Assessments and carry out annual reviews	Low	High

## 6.0 **EQUALITIES CONSIDERATIONS**

6.1 The equalities impacts of all the proposals in the report have been assessed with no negative impacts being identified. The purpose of the policy is to minimise the risk of fire and subsequent danger to all occupants (including those with protected characteristics) of all residential premises owned and/or managed by Chesterfield Borough Council. The arrangements for assisted evacuations have been strengthened to support residents with disabilities and/or ill-health. A range of accessible communications channels will be used to communicate the new arrangements to residents.

## 7.0 **RECOMMENDATIONS**

7.1 That Cabinet approves and adopts the Revised Housing Services Fire Management Policy.

7.2 That the Business Planning and Strategy Manager be authorised to carry out an annual review of fire safety arrangements and that an annual report be submitted to the Executive Member for Housing.

## 8.0 **REASONS FOR RECOMMENDATION**

8.1 To meet our statutory obligations under the Regulatory Reform (Fire Safety) Order 2005.

8.2 To contribute to meeting the Council's Corporate priority, 'Improve the quality of life for local people'.

8.3 To contribute to improved performance against our key project to deliver the Decent Homes Standard for Council Homes.

**A. CRAIG**  
**HOUSING SERVICE MANAGER – BUSINESS PLANNING AND STRATEGY**

You can get more information about this report from Paul Stepto on extension 5170.

Officer recommendation supported.

A handwritten signature in black ink, appearing to be 'P. Stepto', written in a cursive style.

Signed

Assistant Executive Member

Date 16.01.2015