

Appendix 1 Landlord Fire Safety Procedure

SA/06

– Fire Doors

Purpose

The aim of the procedure is to set out ateb's approach to fire doors in its housing, including communal areas as required under fire regulations.

The objective of this document is to:

- Keep tenants safe by maintaining legal compliance as a minimum standard and aiming to achieve industry best practice where possible.

A fire door ensures that should a fire break out, it can be contained within a “compartment”. This keeps the fire and smoke trapped for a defined period, allowing time for people to get out and make the fire easier to tackle. They are designed to automatically close behind a person in the event of a fire, holding flames back and stopping the spread of the fire and toxic smoke into escape routes, corridors, and other flats in a block. Used correctly, they stop fires spreading through a building, giving people time to escape and for the fire and rescue service to attend, making it easier to tackle the fire.

ateb will meet the objectives of this document by ensuring:

- An inventory of all fire doors is held in Propeller our compliance data base, with all doors being labelled with a URN that can be cross referenced to the door itself.
- A minimum of 6 monthly observational checks are completed on all fire doors and recorded in Propeller.
- Staff undertaking primary 6 monthly fire door inspections will be suitably trained (e.g., Level 4 Diploma in Fire Safety Studies).
- Staff undertaking secondary 6 monthly fire door inspections will be suitably trained (e.g., Level 2 Certificate Fire Door Inspection Scheme).
- Remedial works identified through these 6 monthly checks are promptly addressed and recorded in Propeller.
- Contractors engaged to repair or replace fire doors hold up do date certification for the maintenance and replacement of composite and /or timber fire doors and records of such certification is held on file.
- When fire doors are replaced/installed a copy of accreditation (BS476 and BSEN1634) is held in Propeller against the fire door.
- Where repairs to fire doors take place, these will be undertaken by suitably trained and qualified ateb operatives, or third-party contractors (e.g., NOCN Fire Door Awareness, Level 2 Certificate Fire Door Inspection Scheme etc.).

Scope

The following property types are considered within the procedure.

- General needs accommodation with communal areas
- Sheltered housing and Extra Care schemes
- Leasehold properties with common parts
- Shared Supported Living
- Offices and other work locations

Responsibilities

Facilities Co-ordinator

- Ensure that 6 monthly observational checks are completed and recorded on all fire doors by suitably qualified staff.
- Ensure that remedial works arising from these and other inspections are risk assessed and acted upon.

Compliance Surveyor (Fire Safety)

- Ensure a program for replacement doors is developed based on findings of audits and inspections.
- Carry out primary 6-month fire door inspections and post inspect works relating to fire door repairs and replacements.
- Act as the competent third-party accredited person.

Asset and Compliance Co-ordinator

- Ensure that an inventory of all fire doors, along with necessary certification is held securely in Propeller.
- Ensure that performance measure in relation to fire doors are reported monthly, in date inspections and outstanding remedial works.

Asset and Compliance Manager

- Ensuring staff are appropriately trained in the responsibilities associated with the procedure.
- Ensuring staff are appropriately instructed on the procedures to support effective delivery.
- Monitoring the implementation of the procedure and setting targets or objectives where appropriate.
- The promotion of good practice and continuous improvement of fire safety management across housing stock.