

SA/19 - Fire Safety Policy

“Our policies embed our culture, establish boundaries and outline our expectations. They have been agreed by our Board(s) as best practice documents for the Group’s decision making.”

Policy Statement

ateb has established this Fire Safety Policy to ensure the Health, Safety and Welfare, in relation to fire, of all employees, tenants and any relevant persons who may be affected by its undertaking.

Approval Date	Lead Contact	Review Date
30/07/2020	Health and Safety Adviser	July 2021

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2. Principles

The purpose of this document is to demonstrate ateb Group Limited's commitment to ensuring that relevant persons within our premises and the public are not knowingly exposed to any risks that would affect their safety due to fire.

In pursuance of this policy, ateb will commit to:

- Identifying, assessing, and management of the fire safety risks arising from our work activities and our buildings, and consult on the findings with stakeholders of the company, neighbours, Insurance companies and the Fire and Rescue Service as required.
- The requirements of Articles of the Regulatory Reform (Fire Safety) Order 2005 and Wales approved documents Part B Fire safety 2006 edition :Volume 1 Dwelling Houses - Incorporating 2010 and 2016 amendments, Part B Fire Safety 2006 edition :Volume 2 Buildings other than dwelling houses - Incorporating 2010,2013 and 2016 amendments.
- Conducting tests of fire procedures/drills annually as a minimum within our relevant premises.
- The provision of safe premises where the risk of fire is reduced, so far as is reasonably practicable, and the preventative actions taken.
- Reduce the consequences, so far as is reasonably practicable, of any fire in respect to relevant persons, business continuity, and the local environment.
- Provide suitable portable fire-fighting equipment where necessary.
- Develop adequate emergency evacuation procedures tailored to each premises.
- Provide suitable means of escape

The documents covered by this Corporate Policy will provide guidance and, specific instructions for all Group employees and external contractors whilst undertaking their fire safety duties, maintenance, and inspection works. This is with the aim of satisfying the legal duties under the following regulations and guidance:

- Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order (FSO) 2005
- Building Regulations 2010
- Housing Act 2004
- Fire safety in specialised housing guidance from the National Fire Chiefs Council

This policy applies to all ateb Group controlled and owned premises including all Group employees and contractors undertaking their fire safety duties, maintenance, and inspection works.

This policy will consider all 'Relevant persons', as described in Article 2 of the FSO 2005. A relevant person is anyone who is lawfully on/within the vicinity of our premises that we own or have control over.

3. Responsibilities

Group

This is a Group Policy which applies to all companies within the Group structure.

All Companies within the Group are responsible for ensuring the policy is available to their customers, stakeholders, and employees and for ensuring appropriate training, support and guidance is given on its application and use.

Board of Management/Directors

Responsibility for fire safety lies ultimately with the Group's Board of Management/Directors. They are ultimately responsible for ensuring any relevant persons within our premises are safe from fire and its associated hazards. The Board satisfies this responsibility by delegating duties to the Chief Executive who is responsible for ensuring that adequate resources are made available to enable the objectives of this policy to be met.

All Employees

Responsibilities:

- Co-operate with line management on fire safety matters.
- Do not interfere with any fire safety equipment.

- Take reasonable care of your own safety.
- Take reasonable care for the safety of others such as visitors, residents etc.
- Report all fire safety concerns to line management.

Partners

All consultants, contractors, volunteers, or any other partner that engages with/acts on behalf of the Group.

Responsibilities:

- Understand and own their responsibilities under this policy where acting on the groups behalf.

Additional Role Responsibilities

Chief Executive

Responsibilities:

- Effective implementation of the fire safety policy across the Group as a whole.
- Ensure adequate resources are made available to both develop and implement appropriate fire safety procedures.
- Ensure responsibilities of fire safety are effectively delegated and an overall structure established with clear guidelines and procedures is in place.

Executive Director for Customer and Executive Director for Development

Responsibilities:

- Interface with Corporate Group on fire safety.
- Reporting to Chief Executive and Board on fire safety.
- Ensure the fire safety policy for the Group's premises is in place, monitored and reviewed.
- Responsible for the implementation of the policy and to ensure sufficient resources are available

Property Services Manager

Responsibilities:

- Dissemination of information and certification from new developments.
- Ensuring the correct level of alert and detection specifications are installed within premises upon development in accordance with BS5839 Parts 1 (non-domestic) & 6 (domestic).

- To monitor the quality of services provided by developers ensuring compliance with fire safety standards.
- Oversight of fire safety within the Planned Maintenance Program.
- Ensure all team members are made aware of this policy and related procedures.

Maintenance and Compliance Manager

Responsibilities:

- Ensuring fire safety maintenance/inspection of fire safety equipment and other fire safety installations (domestic) used for detection/prevention is carried out by competent contractors (accredited where necessary).
- Ensuring that fire safety alert and detection equipment is maintained within residential premises in accordance with BS5839 Part 6 (domestic).
- To monitor and maintain oversight of the Compliance Team's responsibilities.
- Ensure all team members are made aware of this policy and related procedures.

Operations Manager– MBH

Responsibilities:

- Dissemination of information and certification from new development
- To monitor the quality of services provided by developers ensuring compliance with fire safety standards.
- Ensure all team members are made aware of this policy and related procedures.

Facilities Co-ordinator

Responsibilities:

- Creating a fire safety compliance process map.
- Arranging fire risk assessments to be carried out by competent persons in all communal shared spaces to include all common areas of shared communal residential blocks, Sheltered Housing and Supported Living properties.
- The appointment and training of Fire Marshals required for the relevant premises.
- Arranging fire risk assessments to be carried out by competent persons in commercial properties to include the group's office buildings and other non-residential owned facilities.
- Ensuring all fire risk assessments are created to PAS 79 guidelines.

- Arranging fire risk assessment reviews as recommended by the fire risk assessments.
- Ensuring all significant works identified from the fire risk assessments are documented and passed to relevant service area owners to be actioned in accordance with the fire risk assessment timescales and monitor progress through to completion.
- Ensuring correct signage is displayed.
- Weekly testing of all communal fire alarms.
- Weekly testing of smoke alarms to communal areas.
- Ensure fire escapes routes are provided and displayed in all communal areas
- Monthly testing of the emergency communal lights.
- Carrying out and recording fire drills in commercial properties every 6 months.
- Creating a management annual plan of maintenance testing and inspection for all communal fire equipment and keep records accordingly.
- Ensure that all staff are trained to use fire equipment where provided.
- To monitor the quality of services provided by contractors and operatives ensuring compliance with contract conditions. CHANGE THIS AS BELOW
- Ensuring fire safety maintenance/inspection of fire safety equipment and other fire safety installations used for detection/prevention is carried out by competent contractors (accredited where necessary).
- Ensure all remedial works from the maintenance inspections, associated with all communal fire alarm systems, are documented, and actioned in accordance with the set timescales.
- Ensure that all members of Facilities team are aware of this policy and the related procedures.

Health & Safety Coordinator

Responsibilities:

- Report any related accident/incident or failures to comply with the fire safety policy by either employer or employee.
- Submit recommendations in relation to the fire safety policy to the Executive Management Team and Board of Management if necessary.
- Conduct annual reviews on the Fire Safety Policy with responsible persons outlined in this policy.
- Carry out Health and Safety audit inspections.

Property Services Officer

Responsibilities:

- Ensuring all significant works identified from the fire risk assessments to be undertaken in planned maintenance program are actioned in accordance with the fire risk assessment timescales
- Ensure all remedial works from the maintenance inspections to be undertaken in planned maintenance program are actioned in accordance with the timescales.
- To monitor the quality of services provided by planned maintenance contractors ensuring compliance with fire safety standards.
- Dissemination of information and certification from planned maintenance works.
- Ensuring the correct level of alert and detection specifications are installed within premises upon development in accordance with BS5839 Parts 1 (non-domestic) & 6 (domestic).

Maintenance and Compliance Coordinator and Compliance Team

Responsibilities:

- Provision of performance data relating to fire risk assessments and monitoring fire risk assessment expiry dates.
- Issuing due dates to the Facilities Coordinator prior to certificates expiring for fire detection and emergency lighting systems.
- Keep records of all maintenance, inspection and testing of firefighting equipment and residential smoke/heat detection.
- Ensuring the correct level of alert and detection specifications are maintained within premises in accordance with BS5839 Parts 1 (non-domestic) & 6 (domestic).
- Ensuring fire safety maintenance/inspection of fire safety equipment and other fire safety installations used for detection/prevention is carried out by competent contractors (accredited where necessary).

Facilities Assistants

Responsibilities:

- To carry out operational and routine fire safety inspections of communal and commercial areas, reporting any concerns that require rectifying to mitigate risk of harm or injury.
- Report to the Facilities Co-Ordinator without delay any non –conformances on the fire safety checklist.

Fire Marshal

Responsibilities:

- Determine from assessment the correct evacuation strategy for premises within your responsibility to include any Personal Emergency Evacuation Plans as required.
- Ensuring all relevant persons are informed of the findings of the fire risk assessment directly affecting them.
- Regularly check that fire exits and escape routes are not blocked. This includes opening fire doors to make sure there are no obstructions outside
- Check the fire extinguishers have not been moved, and that their servicing is up to date. Make sure nothing is covering any break glass emergency alarm points
- Arrange and/or ensure fire drills are completed at least annually so all occupants are aware of how to safely evacuate in the event of a fire.
- In an emergency, take the lead on ensuring safe exit from the building. At the assembly point lead on a rollcall to ensure all persons registered as being in have evacuate safely.

We have Management Agreements in place with Agents who are the ‘responsible persons’ under the Regulatory Reform Fire Safety Order 2005 and have control over the premise. The Agent’s responsibilities for Fire Safety are clearly detailed in the Management Agreement entered between the parties.

4. Control

The Chief Executive is the lead contact for this policy and for ensuring it remains operationally effective. The Chief Executive will review this policy at least annually or before if changes to legislation or regulations require the same.

Board approval will be obtained before any amendments are published and employees will receive refresher training as applicable.

5. Links to other documents

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Internal	External
Set out applicable processes, detail links/cross overs with other policies	link to legislation, guidance etc

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**ateb Policy
Number:
PN:11**

SA/19 -

Additional help

Contact our customer team
quoting the policy reference:

Tel: **01437 774795**

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Version History

Ver.	Date	Changes
1	30/07/2020	Policy approved by Board
2		
3		