

Fire Safety Management Policy

March 2023

Lead officer	Mark Jones – Director of Property Services
Author	Asset Team
Version number	2
Date agreed	April 2022
Agreed by	Operations Committee
Review date	3 years
Diversity compliant	Yes
Equality Impact Assessment required	No
Data Protection compliant	Yes
Health and Safety compliant	Yes

Contents

Item		Page
1.	What this policy is about and why we need it	3
2.	Who does this policy apply to	3
3.	Our policy is • Objectives • Scope	4 4
4.	How we will monitor this policy	5
5.	Equality & Diversity	6
6.	Data Protection	6
7.	Procedures and other documents that link to this policy	6
8.	Links to other policies	6
9.	Legislation	7
10.	When this policy will be reviewed	7
11.	Jargon Buster	7
12.	Appendices	8

1. What this policy is about and why we need it

- This Fire Safety Management Policy defines the practical arrangements for managing fire safety across Acis Group Limited's (AGL) premises, with the aim of managing fire safety risks and protecting people and property.
- Regulatory standards - the application of this policy will ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRO), the Fire Safety Act 2021 (FSA), the Fire Safety (England) Regulations 2022 and the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by Regulator of Social Housing (RSH).

2. Who does this policy apply to?

- AGL recognises the risks posed by the occurrence of fire and acknowledges the statutory obligations imposed by all relevant legislation with respect to the management of fire safety.
- AGL is committed to providing a safe environment for its colleagues, contractors, customers, and visitors, by conducting its business in a way that protects the health, safety, and welfare of everyone.
- With this aim, AGL will ensure that fire safety management arrangements are established, maintained, and promoted to ensure continual improvement across the operation of its services by:
 - Ensuring that suitable and sufficient governance arrangements are in place to manage all fire related subjects and matters concerning fire safety.
 - Ensuring that an effective organisational structure is established which defines clear roles and responsibilities for the management of fire safety.
 - Providing adequate resources to ensure the effective management of fire safety
 - Ensuring that the risks posed by fire are assessed and adequately controlled to reduce those risks to a negligible/tolerable level.
 - Ensuring that mechanisms are established to minimise, so far as is reasonably practicable, the occurrence of fire within the buildings that AGL owns or manages.
 - Ensuring that in the event of a fire, adequate measures are established to eliminate or to minimise the impact on life safety, business continuity, buildings, and the environment.
 - Promoting awareness, to relevant stakeholders, of the risks posed by fire and the relevant actions to be taken in the event of a fire.
 - Proactively developing and maintaining working partnerships with all relevant stakeholders and appropriate bodies to facilitate the provision of the fire safety standards.
 - Regularly monitoring compliance with the requirements of the legislation and this Fire Safety Management Policy

3. Our Policy

3.1 Objectives

- The objectives of the Fire Safety Management Policy are to ensure that AGL:
 - Appoints a nominated Responsible Person to assist in discharging AGL's statutory obligations.
 - Completes suitable and sufficient fire risk assessments for all properties covered by the scope of the legislation.
 - Appoints competent persons to complete/review fire risk assessments.
 - Reviews fire risk assessments no later than the date of review identified within the previous fire risk assessment or following the occurrence of a fire, change in building use, change in working practices which may affect fire safety, completion of refurbishment works or if required, following an independent audit.
 - Records and monitors the implementation of fire safety observations and actions identified from fire risk assessments.
 - Maintains all fire protection systems in accordance with applicable British Standards and manufacturer's instructions.
 - Establishes suitable and sufficient operational procedures for the management of fire safety.
 - Delivers a programme of regular recorded inspections of communal areas to ensure that fire safety systems are tested, and fire safety risks remain adequately controlled.
 - Provides adequate fire safety training for colleagues commensurate with their role.
 - Provides appropriate fire safety guidance/advice to customers and promote home fire safety visits in partnership with local Fire and Rescue Services.
 - Completes suitable and sufficient inspections of fire related incidents.
 - Reviews fire safety management procedures and compliance on a regular basis.
 - Establishes a building safety group to monitor legislative changes and develop action plans to ensure compliance.

3.2 Scope

- The Fire Safety Management Policy applies to all AGL colleagues, contractors, customers, and other stakeholders, who may occupy, work within, visit, use premises or who may be affected by activities or provision of services undertaken by AGL within its property portfolio including:

Domestic residential properties

- Assisted living premises
- General needs multi occupancy residencies with common areas
- Student accommodation
- Ancillary rooms (lift / machinery plant rooms electric distribution rooms, storerooms etc.)
- New build properties
- Refurbishment projects.

Non-domestic commercial properties

- Office buildings
 - Depots/stores
 - Community Centres
 - Commercial premises.
- The requirements of this policy are also applicable to all repairs / maintenance and planned works activities.

4. How we will monitor this policy

- AGL is fully committed to continuous development and improvement of fire safety performance. To meet this commitment, operational and compliance performance in relation to fire safety will be monitored and reported every month by the Asset Team and the following information will be reported to the Operations Committee every quarter:
 - % of properties with a valid Fire Risk Assessment (≤ 12 mths).
- The Property Services Management Team will periodically monitor the performance of planned preventative maintenance regimes and responsive repairs to ensure that fire safety systems are maintained across AGL.
- The Property Data and Compliance Manager will periodically undertake an asset data review to provide assurance that information relating to fire safety is accurate and valid fire safety data held against the organisation's property assets is accurate and up to date.
- The Asset Compliance team will periodically monitor the implementation of this policy and supporting procedures during fire risk assessment reviews and planned departmental audits.
- If a non-conformance issue is identified, it will be immediately reported to the Director of Property Services.
- The Director of Property Services and ELT with the assistance of the Health and Safety Team will agree an appropriate course of corrective action to address any non-compliance issues.
- The Chief Executive will ensure the Board are made aware of any non-compliance issues so they can consider the implications and act as appropriate.
- In the case of a major non-compliance issue ELT and the Board will consider whether it is necessary to disclose the issue to the Regulator of Social Housing in the spirit of co-regulation as part of the Regulatory Framework.

- An independent audit of fire safety arrangements will be undertaken at least once every two years.

5. Equality & Diversity

AGL is committed as an employer and provider of housing services to equality of opportunity for all. In addition to this statutory duty under the Equality Act 2010, it is further committed to developing a culture, which recognises wider social diversity in its communities and therefore respects and recognises the values and needs of individuals regardless of whether they belong to a particular section of society or group provided for by legislation.

The group will work with minority and vulnerable groups, support groups, resident forums, and external agencies to ensure they contribute to policy and service development.

All customers will have access to this document upon request.

This document can be translated or provided in alternative formats (e.g., large print, Braille, audio) upon request.

Equality and Diversity awareness training is mandatory for all staff.

Contractors delivering the service will be expected to follow AGL' Equality and Diversity Policy.

6. Data Protection

All parties referred to in this policy must abide by the 6 principles of the General Data Protection Regulations as detailed below:

- Lawfulness, fairness, and transparency
- Purpose limitations
- Data minimisation
- Accuracy
- Storage limitations
- Integrity and confidentiality

7. Procedures and other documents that link into this policy

The following procedures link to this policy

- Fire Safety Management Plan.

8. Links to other policies,

Other policies and strategies that link into this policy are:

- Asset Management Strategy

- Lettable Standard
- Void Standard
- Repairs and Maintenance Strategy
- Driving at Work Policy
- Electrical Safety Policy
- Health & Safety Policy
- Equality & Diversity Policy
- Data Protection Policy
- Development Policy

9. Legislation

In developing this policy, information, guidance, and references have been taken from the following:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- Management of Houses in Multiple Occupation (England) Regulations 2006.
- Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provision) (England) Regulations 2006.
- Gas Safety (Installation & Use) Regulations 1998
- Furniture and Furnishings (Fire Safety) 1998
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Building Regulations 2000: Approved Document B – Fire Safety
- Electrical Equipment (Safety) Regulations 1994
- Construction (Design & Management) Regulations 2015
- Fire Safety (Employees' Capabilities) (England) Regulations 2010
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Housing Act 2004

10. When this policy will be reviewed

This Policy will be reviewed following any change to legislation or regulation, or every 3 years, whichever is sooner.

11. Jargon buster

Reference	Definition
Active Fire Protection (AFP)	AFP is a collective term which refers to a group of systems that require some amount of action or motion to work efficiently in the event of a fire (examples include fire extinguishers, sprinklers, manual call points or smoke detection systems).

Passive Fire Protection (PFP)	PFP is a collective term which refers to the integral components of a buildings structure which are intended to contain or prevent the spread of fire. PFP forms part of the fabric of the building and requires no activation (examples include fire-resistant walls, floors, and fire doors).
Responsible Manager	The term Responsible Manager refers to a person who is nominated as being responsible for the day-to-day management of a building. The Responsible Manager will ensure that fire safety arrangements (for example, the appointment of fire wardens and routine fire alarm testing) are established and suitable records are maintained.

12. Appendices

Appendix 1 – Fire Safety Policy Responsibilities

Appendix 2 - Fire Safety Management Plan.

Appendix 1 – Fire Safety Policy Responsibilities

The table below identifies key responsibilities by role:

Role/ Responsibilities
The Board is responsible for ensuring that an adequate system of internal control exists for fire safety across AGL. The Board will also: ○ Review the effectiveness of the fire safety management arrangements and performance on a regular basis ○ Provide scrutiny and challenge to ensure internal control mechanisms are operating effectively ○ Consider and approve policies and ensure adequate resource allocation to ensure that AGL maintains robust fire safety arrangements.
The Chief Executive is with reference to the Corporate Health & Safety Policy directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by AGL's undertakings, therefore in relation to this policy the Chief Executive will: ○ Maintain a company-wide awareness of current statutory requirements and principles of good practice for fire safety ○ Ensure that a responsible person as defined by the Fire Safety Act 2021 is appointed to assist with discharging statutory obligations ○ Ensure that adequate resources are made available to administer, co-ordinate and implement the fire safety management policy ○ Ensure that fire safety management performance is reviewed on a regular basis and reported to the Board. ○ Ensure adherence to the fire safety management policy is maintained across AGL ○ Ensure robust fire safety management systems, arrangements and organisational responsibilities are established for each operational department ○ Ensure appropriate departmental resources are available to administer, co-ordinate and implement this policy
The Director of Property Services has delegated responsibility for providing strategic leadership, direction, and overview of AGL's fire safety management policy and supporting arrangements and will: ○ Maintain a company-wide awareness of statutory requirements and principles of good practice for fire safety ○ Consult with the Executive Leadership Team (ELT) and wider Senior Management Team (SMT) as necessary to ensure adequate resources and facilities are allocated to achieve the objectives of the fire safety management policy ○ Ensure that effective communication exists for fire safety between all departmental and operational functions ○ Ensure that fire safety updates/performance reports are provided to the Executive Directorate team on and to the Board on a regular basis.
The Joint Leadership Team (ELT and SMT) are responsible for:

- Ensuring that all colleagues are made aware of the fire safety management policy
- Ensuring business wide compliance with the fire safety management policy
- Ensuring that fire safety implications are considered during operational planning agendas to ensure suitable and sufficient arrangements are established and adequate resources are allocated to manage fire safety across areas of responsibility
- Nominating a responsible manager for each of the premises occupied by colleagues of their department
- Ensuring that a process is established to capture, review, prioritise and respond to fire safety issues

The **Head of Property Development & Assets** is responsible for the strategic development and allocation of resources to manage on-going maintenance and refurbishment of AGL's properties.

For the purposes of statutory compliance with the Fire Safety Act 2021 (FSA), and the Fire Safety (England) Regulations 2022 (FSER), **the Building Safety & Sustainability Manager** will be nominated as the **Responsible Person**.

In association with the Head of Property Development & Assets, the Building Safety & Sustainability Manager will:

- Implement general fire precaution measures to ensure, so far as is reasonably practicable, the safety of persons on or within the immediate vicinity of premises owned or managed by AGL
- Ensure that sufficient resources are allocated to address the significant findings identified by fire risk assessments
- Ensure monthly reporting of fire safety compliance to ELT
- Any breaches of the fire safety policy are notified immediately to the Chief Executive and ELT.
- Ensure sufficient resources are allocated to facilitate preventative maintenance and cyclical servicing regimes for fire safety systems and building infrastructure
- Prepare and update compliance reports regarding completion of fire risk assessments and associated actions identified during the fire risk assessment process.

The **Property Data and Compliance Manager** and **Compliance Surveyors** are responsible for assisting the Responsible Person with discharging the statutory requirements of the FSA and FSER and for managing and monitoring fire safety compliance, including:

- Ensuring that all actions identified during fire risk assessments are addressed within the relevant timescales
- Liaising with responsible managers to ensure that actions identified within fire risk assessments are brought to their attention including the necessary remedial actions to be taken and the relevant timescales for completion
- Ensuring that cyclical servicing and maintenance programmes are established and effectively delivered for all mechanical, electrical, and fire safety systems
- Ensuring that suitable records of maintenance are maintained to demonstrate compliance
- Ensuring that any faults, defects, or deficiencies relating to a building's structure and its systems, including active and passive fire protection systems are rectified in a timely manner

- Escalating any faults, defects, or damage to fire safety systems and/or a buildings infrastructure which pose a potential risk to the safety of persons
- Taking account of any works which are to be undertaken which could potentially alter the original building design and/or affect the integrity of active/passive fire protection measures
- Investigating causes of fire alarm activations and taking appropriate action to minimise reoccurrences of any false alarm/malicious activations
- Taking into consideration the potential for the penetration of structural fire compartmentation during the design stage of planned projects to enable sufficient resources to be allocated to undertake remedial passive fire protection works
- Liaising with responsible managers to ensure that contractors are provided with a localised fire safety induction

The role of **Competent Person** with respect to the undertaking of fire risk assessments and the provision of fire safety guidance and advice is delegated to suitably qualified, competent, and accredited **External Contractors**. The **Asset Compliance Team** will act as the single point of liaison with all fire safety contractors, and are responsible for:

- Developing and maintaining AGL's fire safety management policy and supporting procedures
- Providing advice and guidance in relation to the management of fire safety and relevant statutory requirements
- Delivering and maintaining a programme of fire risk assessments for all buildings which fall under the scope of the FSA/RRO.
- Ensuring that fire risk assessments are completed, and any remedial actions identified are logged onto the corporate compliance system
- Liaising with the Health & Safety team to develop fire strategies for new build properties in conjunction with the Development team
- Liaising with the fire service and the enforcing authorities about statutory fire safety matters including joint premise audits
- Periodically monitoring and auditing the implementation of the fire safety management policy across AGL
- Liaising with the Health & Safety team to investigate the occurrence of fire within any of the areas covered by the scope of this policy, in accordance with the AGL's accident and incident reporting procedures and maintaining relevant records relating to incidents
- Liaising with the Communications team to develop and approve fire related information for stakeholders
- Providing regular performance updates about the application of the fire safety management policy.

Responsible Managers are responsible for:

- Ensuring that suitable and sufficient arrangements are in place for the implementation of the fire safety management policy across their area of responsibility
- Ensuring that any significant findings identified during the fire risk assessment process are appropriately actioned within defined timescales and evidence of completion is provided to the Asset Compliance team
- Appointing a fire safety coordinator and appropriate number of fire wardens for all buildings under their control, and liaising with the Health & Safety team to

ensure that they are suitably and sufficiently trained to be able to carry out their duties effectively ○ Ensuring that inspection and testing of fire safety equipment, inspection of emergency routes/exits and general arrangements to monitor the safe condition of the premises are established ○ Immediately reporting any faults, defects, or damage to passive/active fire protection systems to the Asset Compliance team ○ Immediately reporting all incidents of fire/near misses to the Health and Safety team.
Managers and Supervisors are responsible for the operational implementation of the Fire Safety Management Policy by ensuring adequate communication, training, assessment, and monitoring of fire risks. This includes: ○ Ensuring all colleagues and contractors are inducted and are made aware of the specific fire safety arrangements and action to be taken in the event of a fire ○ Ensuring hot works permits are completed for all hot work activities undertaken by either colleagues and/or contractors under their control ○ Ensuring specific construction fire risks assessments are undertaken for all planned works programmes ○ Monitoring fire safety controls identified within fire risk assessments and workplace task / activity risk assessments ○ Reporting any deficiencies with fire safety arrangements to the relevant responsible managers (workplaces) or the Asset Compliance team (common areas) ○ Assisting with the completion of relevant actions identified during fire risk assessments ○ Ensuring that colleagues attend fire safety training as identified by the corporate health and safety training matrix ○ Ensuring that new colleagues, contractors, and visitors are provided with a localised fire safety induction ○ Ensuring that all fire incidents and near misses are reported to the Health and Safety team.
The Development team are responsible for: ○ Ensuring all information and consultation with relevant parties (building control, fire authority etc.) during the design and construction phase of a project is suitably recorded and retained ○ Liaising with the Health and Safety and Asset Compliance teams about the development of fire strategies for buildings with multi occupancy ○ Arranging and coordinating training for relevant building custodians/colleagues regarding operation and testing of active fire protection systems ○ Ensuring that all documentation relating to the design, installation and commissioning of active and passive fire protection systems is collated within the health and safety file.
The Health & Safety team are responsible for: ○ Liaising with the Board, ELT, and the Responsible Person in the development of appropriate controls for the management of fire-related health and safety risks ○ Advising on and contributing to the development of policies and procedures which could have an impact on fire-related health and safety matters, ensuring that documentation is legislatively compliant

- Monitoring health and safety performance of AGL and making regular reports
- Periodically monitoring and auditing the implementation of the gas and heating safety management policy across the group
- Ensuring that appropriate fire safety audits and inspections are carried out in all areas.
- Scheduling and maintaining records of fire safety training for all job roles identified from the corporate health and safety training matrix
- Maintaining records of local inductions provided to new colleagues.
- Liaising with the Asset Compliance teams about the development of fire strategies for buildings with multi occupancy
- Investigating all incidents of fire/near misses in conjunction with Responsible Managers.

The **Neighbourhoods team** are responsible for:

- Ensuring that customers meet their responsibilities outlined in their tenancy agreement about fire safety
- Conducting periodic visual inspections of common areas
- Recording the results of inspections and any actions taken
- Liaising with customers about the provision of fire safety information and in instances where common area fire safety standards have been compromised by a customer's activities
- Reporting the occurrence of a fire within a residential/multi occupied property to the Asset Compliance and Health and Safety teams
- Following the completion of remedial works within a fire damaged property, making an informed decision as to whether a property is habitable and liaising with customers to arrange reoccupation
- Arranging for temporary accommodation for customers where a property is not deemed to be habitable following the occurrence of a fire.

Employees (including agency workers) are responsible for:

- Taking reasonable care for the fire safety of themselves and for other persons who may be affected by their acts or omissions
- Working in accordance with established risk assessments and safe system of work
- Reporting any fire related incidents, near misses or concerns to their manager
- Co-operating with colleagues in matters relating to fire safety and the fire safety policy
- Not interfering with or misusing anything provided for their or other's health, safety, or welfare
- Attend fire safety training commensurate with their job role

FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN

Acis House/Sheffield Parkway Office/CLIP sites/Riverside Training Centre/Acis Student sites

Lead officer	Greg Bacon
Author	Asset Team
Version number	1
Date agreed	April 2023
Agreed by	N/A
Review date	3 years
Diversity compliant	Yes
Equality Impact Assessment required	No
Data Protection compliant	Yes
Health and Safety compliant	Yes

Contents

Item		Page
1.	Introduction and scope	4
2.	Practical fire safety arrangements	5
3.	Planning	6
4.	Organisation and control	8
5.	Monitoring	12
6.	Review	12
7.	Fire Emergency Plan	13
8.	Appendices	17

FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

Acis Group Limited believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction, and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Signed: _____

Chief Executive

Date: 24 April 2023

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Acis Group Limited as the employer, occupier / owner or '*responsible person*'.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the Acis Group Limited as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.6 Acis Group Limited will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
 - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.
 - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
 - provide a programme of fire safety training.
 - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement.
 - have in place a programme of works to improve or maintain the existing fire safety specifications.
 - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.
 - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication, and safe evacuation, including:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes considering the needs of service users, people with disabilities, contractors, the public, etc.
 - appropriate safe and secure location of building services including gas and electricity.
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Equality Act 2010.
 - provision of prominently located fire action notices (e.g., by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems, fire doors and fire-fighting equipment. In particular:
- the installation, maintenance, inspection, and weekly testing of fire alarms.
 - the quarterly inspection of barrier fire doors.
 - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes.
 - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers and suppression systems.
 - A regular premises fire safety inspection will be carried.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). This focuses on -
- Effective planning, organisation, control, monitoring, and review of protective and preventative measures
 - Fire safety risk assessments and building audits.
 - Fire safety systems and maintenance
 - Fire warden and staff training
 - Fire evacuation drills
 - Building design, alterations, and commissioning

3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order 2005 and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. Relevant outcomes from the risk assessment are incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments are carried out and reviewed as indicated on the current version, or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be considered will include those practical fire safety arrangements outlined above. The methodology adopted will be:
- | | | |
|--------------------|---|--|
| High Risk | = | Work to be completed within 4 to 8 weeks |
| Medium Risk | = | Work to be completed within 6 months |
| Low Risk | = | Work to be completed within 1 year |
- 3.4 Risk assessments will take into account those who could be affected, the numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) will be developed for colleagues, customers or service users who have known disabilities that will impact on their ability to evacuate the premises.
- 3.6 Fire safety systems will be maintained in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation and will include:
- Fire detection and warning system
 - Emergency lighting
 - Firefighting facilities
 - Fire Barriers
 - Emergency routes and exits.
 - Fire safety signs and notices
 - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance.
- 3.8 Fire Warden and staff training are provided by People Services with all training delivered by a qualified competent person. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available. A representative fire safety training programme can be found in Appendix 2.

- 3.9 Fire evacuation exercises will be carried out each term / 3 monthly / 6 monthly / annually within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency and to meet legal obligations. All evacuations will be conducted by the Fire Wardens in staffed sites and NBDs colleagues in schemes and blocks. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Building Safety & Sustainability Manager.
- 3.13 Testing of building passive and active fire evacuation systems are tested at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens are trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire wardens will report any faults or problems to the Group Health & Safety Manager who will forward the details to the Assets team.
- 3.15 A fire safety log will be kept recording the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.

4 ORGANISATION AND CONTROL

Role/ Responsibilities

- 4.1 **The Board** is responsible for ensuring that an adequate system of internal control exists for fire safety across AGL. The Board will also:
- Review the effectiveness of the fire safety management arrangements and performance on a regular basis.
 - Provide scrutiny and challenge to ensure internal control mechanisms are operating effectively.
 - Consider and approve policies and ensure adequate resource allocation to ensure that AGL maintains robust fire safety arrangements.
- 4.2 **The Chief Executive** is with reference to the Corporate Health & Safety Policy directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by AGL's undertakings, therefore in relation to this policy the Chief Executive will:
- Maintain a company-wide awareness of current statutory requirements and principles of good practice for fire safety.
 - Ensure that a responsible person as defined by the Fire Safety Act 2021 is appointed to assist with discharging statutory obligations.
 - Ensure that adequate resources are made available to administer, co-ordinate and implement the fire safety management policy.
 - Ensure that fire safety management performance is reviewed on a regular basis and reported to the Board.
 - Ensure adherence to the fire safety management policy is maintained across AGL.
 - Ensure robust fire safety management systems, arrangements and organisational responsibilities are established for each operational department.
 - Ensure appropriate departmental resources are available to administer, co-ordinate and implement this policy.
- 4.3 **The Director of Property Services** has delegated responsibility for providing strategic leadership, direction, and overview of AGL's fire safety management policy and supporting arrangements and will:
- Maintain a company-wide awareness of statutory requirements and principles of good practice for fire safety.
 - Consult with the Executive Leadership Team (ELT) and wider Senior Management Team (SMT) as necessary to ensure adequate resources and facilities are allocated to achieve the objectives of the fire safety management policy.
 - Ensure that effective communication exists for fire safety between all departmental and operational functions.
 - Ensure that fire safety updates/performance reports are provided to the Executive Directorate team on and to the Board on a regular basis.
- 4.4 **The Joint Leadership Team (ELT and SMT)** are responsible for:
- Ensuring that all colleagues are made aware of the fire safety management policy.
 - Ensuring business wide compliance with the fire safety management policy
 - Ensuring that fire safety implications are considered during operational planning agendas to ensure suitable and sufficient arrangements are established and adequate resources are allocated to manage fire safety across areas of responsibility.
 - Nominating a responsible manager for each of the premises occupied by colleagues of their department.
 - Ensuring that a process is established to capture, review, prioritise and respond to fire safety issues.

- 4.5 **The Head of Property Development & Assets** is responsible for the strategic development and allocation of resources to manage on-going maintenance and refurbishment of AGL's properties.
- For the purposes of statutory compliance with the Fire Safety Act 2021 (FSA), and the Fire Safety (England) Regulations 2022 (FSER), the **Building Safety & Sustainability Manager** will be nominated as the Responsible Person.

In association with the Head of Property Development & Assets, the Building Safety & Sustainability Manager will:

- Implement general fire precaution measures to ensure, so far as is reasonably practicable, the safety of persons on or within the immediate vicinity of premises owned or managed by AGL.
- Ensure that sufficient resources are allocated to address the significant findings identified by fire risk assessments.
- Ensure monthly reporting of fire safety compliance to ELT.
- Any breaches of the fire safety policy are notified immediately to the Chief Executive and ELT.
- Ensure sufficient resources are allocated to facilitate preventative maintenance and cyclical servicing regimes for fire safety systems and building infrastructure.
- Prepare and update compliance reports regarding completion of fire risk assessments and associated actions identified during the fire risk assessment process.

- 4.6 **The Property Data and Compliance Manager** and **Compliance Surveyors** are responsible for assisting the Responsible Person with discharging the statutory requirements of the FSA and FSER and for managing and monitoring fire safety compliance, including:

- Ensuring that all actions identified during fire risk assessments are addressed within the relevant timescales.
- Liaising with responsible managers to ensure that actions identified within fire risk assessments are brought to their attention including the necessary remedial actions to be taken and the relevant timescales for completion.
- Ensuring that cyclical servicing and maintenance programmes are established and effectively delivered for all mechanical, electrical, and fire safety systems.
- Ensuring that suitable records of maintenance are maintained to demonstrate compliance.
- Ensuring that any faults, defects, or deficiencies relating to a building's structure and its systems, including active and passive fire protection systems are rectified in a timely manner.
- Escalating any faults, defects, or damage to fire safety systems and/or a buildings infrastructure which pose a potential risk to the safety of persons.
- Taking account of any works which are to be undertaken which could potentially alter the original building design and/or affect the integrity of active/passive fire protection measures.
- Investigating causes of fire alarm activations and taking appropriate action to minimise reoccurrences of any false alarm/malicious activations.
- Taking into consideration the potential for the penetration of structural fire compartmentation during the design stage of planned projects to enable sufficient resources to be allocated to undertake remedial passive fire protection works.
- Liaising with responsible managers to ensure that contractors are provided with a localised fire safety induction.

- 4.7 The role of **Competent Person** with respect to the undertaking of fire risk assessments and the provision of fire safety guidance and advice is delegated to suitably qualified, competent, and accredited **External Contractors**. **The Asset Compliance Team** will act as the single point of liaison with all fire safety contractors, and are responsible for:

- Developing and maintaining AGL's fire safety management policy and supporting procedures

- Providing advice and guidance in relation to the management of fire safety and relevant statutory requirements
- Delivering and maintaining a programme of fire risk assessments for all buildings which fall under the scope of the FSA/RRO.
- Ensuring that fire risk assessments are completed, and any remedial actions identified are logged onto the corporate compliance system.
- Liaising with the Health & Safety team to develop fire strategies for new build properties in conjunction with the Development team.
- Liaising with the fire service and the enforcing authorities about statutory fire safety matters including joint premise audits
- Periodically monitoring and auditing the implementation of the fire safety management policy across AGL
- Liaising with the Health & Safety team to investigate the occurrence of fire within any of the areas covered by the scope of this policy, in accordance with the AGL's accident and incident reporting procedures and maintaining relevant records relating to incidents.
- Liaising with the Communications team to develop and approve fire related information for stakeholders.
- Providing regular performance updates about the application of the fire safety management policy.

4.8 Responsible Managers are responsible for:

- Ensuring that suitable and sufficient arrangements are in place for the implementation of the fire safety management policy across their area of responsibility.
- Ensuring that any significant findings identified during the fire risk assessment process are appropriately actioned within defined timescales and evidence of completion is provided to the Asset Compliance team.
- Appointing a fire safety coordinator and appropriate number of fire wardens for all buildings under their control, and liaising with the Health & Safety team to ensure that they are suitably and sufficiently trained to be able to carry out their duties effectively.
- Ensuring that inspection and testing of fire safety equipment, inspection of emergency routes/exits and general arrangements to monitor the safe condition of the premises are established.
- Immediately reporting any faults, defects, or damage to passive/active fire protection systems to the Asset Compliance team
- Immediately reporting all incidents of fire/near misses to the Health and Safety team.

4.9 Managers and Supervisors are responsible for the operational implementation of the Fire Safety Management Policy by ensuring adequate communication, training, assessment, and monitoring of fire risks. This includes:

- Ensuring all colleagues and contractors are inducted and are made aware of the specific fire safety arrangements and action to be taken in the event of a fire.
- Ensuring hot works permits are completed for all hot work activities undertaken by either colleagues and/or contractors under their control.
- Ensuring specific construction fire risks assessments are undertaken for all planned works programmes.
- Monitoring fire safety controls identified within fire risk assessments and workplace task / activity risk assessments.
- Reporting any deficiencies with fire safety arrangements to the relevant responsible managers (workplaces) or the Asset Compliance team (common areas)
- Assisting with the completion of relevant actions identified during fire risk assessments.
- Ensuring that colleagues attend fire safety training as identified by the corporate health and safety training matrix.
- Ensuring that new colleagues, contractors, and visitors are provided with a localised fire safety induction.
- Ensuring that all fire incidents and near misses are reported to the Health and Safety team.

4.10 The Development team are responsible for:

- Ensuring all information and consultation with relevant parties (building control, fire authority etc.) during the design and construction phase of a project is suitably recorded and retained.
- Liaising with the Health and Safety and Asset Compliance teams about the development of fire strategies for buildings with multi occupancy
- Arranging and coordinating training for relevant building custodians/colleagues regarding operation and testing of active fire protection systems
- Ensuring that all documentation relating to the design, installation and commissioning of active and passive fire protection systems is collated within the health and safety file.

4.11 The Health & Safety team are responsible for:

- Liaising with the Board, ELT, and the Responsible Person in the development of appropriate controls for the management of fire-related health and safety risks
- Advising on and contributing to the development of policies and procedures which could have an impact on fire-related health and safety matters, ensuring that documentation is legislatively compliant.
- Monitoring health and safety performance of AGL and making regular reports.
- Periodically monitoring and auditing the implementation of the gas and heating safety management policy across the group
- Ensuring that appropriate fire safety audits and inspections are carried out in all areas.
- Scheduling and maintaining records of fire safety training for all job roles identified from the corporate health and safety training matrix.
- Maintaining records of local inductions provided to new colleagues.
- Liaising with the Asset Compliance teams about the development of fire strategies for buildings with multi occupancy.
- Investigating all incidents of fire/near misses in conjunction with Responsible Managers.

4.12 The Neighbourhoods team (NBDs) are responsible for:

- Ensuring that customers meet their responsibilities outlined in their tenancy agreement about fire safety.
- Conducting periodic visual inspections of common areas.
- Recording the results of inspections and any actions taken.
- Liaising with customers about the provision of fire safety information and in instances where common area fire safety standards have been compromised by a customer's activities.
- Reporting the occurrence of a fire within a residential/multi occupied property to the Asset Compliance and Health and Safety teams.
- Following the completion of remedial works within a fire damaged property, making an informed decision as to whether a property is habitable and liaising with customers to arrange reoccupation.
- Arranging for temporary accommodation for customers where a property is not deemed to be habitable following the occurrence of a fire.

4.13 Employees (including agency workers) are responsible for:

- Taking reasonable care for the fire safety of themselves and for other persons who may be affected by their acts or omissions.
- Working in accordance with established risk assessments and safe system of work
- Reporting any fire related incidents, near misses or concerns to their manager
- Co-operating with colleagues in matters relating to fire safety and the fire safety policy.
- Not interfering with or misusing anything provided for their or other's health, safety, or welfare
- Attend fire safety training commensurate with their job role.

5 MONITORING

- 5.1 AGL is fully committed to continuous development and improvement of fire safety performance. To meet this commitment, operational and compliance performance in relation to fire safety will be monitored and reported every month by the Asset Team and the following information will be reported to the Operations Committee every quarter:

- % Of properties with a valid Fire Risk Assessment (≤ 12 mths).

6 REVIEW

- 6.1 The Fire Safety Management Policy and this Fire Safety Management and Emergency Plan will be reviewed every three years and approved by Operations Committee.
- 6.2 Active reviews will take place quarterly prior to any likely accident or event.
- 6.3 Reactive reviews will take place following a fire safety event occurring.
- 6.4 A review will also be undertaken following a fire, changes to the premises' construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

7 Fire Emergency Plan

All aspects of the plan will consider out of hours occupation and identify where there would be differences, including personnel; locked doors; different escape routes etc.

7.1 Training and Training Provision

A record will be kept on site of all staff identified as being trained and competent in the following areas:

- Fire Fighting Equipment
- Fire Panel Operation
- Fire Warden

7.2 Information Distribution

Acis House/Sheffield Parkway Office

Fire Safety responsibility for any visitors and contractors is with the member of staff who signed each person into the building.

Staff Fire Safety

- **People Services** are responsible for the dissemination of suitable and sufficient fire safety information, instruction, and training.
- Emergency exits and evacuation routes are clearly marked.
- Fire action notices are posted at changes of level and adjacent to all call points.
- **People Services** are responsible for conducting emergency evacuation practice(s)

RTC/CLIP Sites

Fire Safety responsibility for customers is with the class tutor and for any visitors and contractors is with the member of staff who signed each person into the building.

Staff Fire Safety

- **People Services** are responsible for the dissemination of suitable and sufficient fire safety information, instruction, and training.
- Emergency exits and evacuation routes are clearly marked.
- Fire action notices are posted at changes of level and adjacent to all call points.
- **People Services** are responsible for conducting emergency evacuation practice(s).

Student sites

- **People Services** are responsible for the dissemination of suitable and sufficient fire safety information, instruction, and training to staff.
- **Acis Student** staff are responsible for the dissemination of suitable and sufficient fire safety information, instruction and training to students.
- Emergency exits and evacuation routes are clearly marked.
- Fire action notices are posted at changes of level, inside each flat door, and adjacent to all call points.
- **Acis Student** staff are responsible for conducting emergency evacuation practice(s)

7.3 What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point.
- Evacuate to a safe place.
- Where a lift or stairlift is provided, DO NOT USE IT

- Trained personnel to tackle the fire only where appropriate.
- Where appropriate, check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Emergency Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.4 What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Emergency Evacuation Plans respond as identified in the Plan. If not, then: -

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.5 Contacting the Emergency Services

- The fire alarm notifies emergency services on activation via auto dialler.

7.6 Identify Processes, Machines or Power That Must Be Shut Down

There are no processes, machines or power that need to be shut down. In the event of an alarm activation, everyone in the building should evacuate immediately.

7.7. Specific Arrangements for Any High-Risk Areas

There are no specific arrangements required. In the event of an alarm activation, everyone in the building should evacuate immediately.

7.8 Emergency Services Liaison Procedures

All staff, visitors, customers and contractors should remain at the Assembly Point until advised by the emergency services. Emergency services liaison will be the responsibility of the fire wardens.

7.8.1 Specific Information for the Emergency Services

At both Acis Student sites, there are buildings above 11m in height which have fire safety boxes available to provide safety information to the emergency services. This information has also been shared directly at local level. The fire wardens are trained to provide additional information, including:

- Type of emergency
- Location of the fire / incident
- Missing persons
- Location of high-risk areas
- Any unusual activities such as building works or temporary structures.

7.8.2 Accounting for Personnel

The fire wardens are responsible for collating automatic attendance printouts (Acis House), registers (CLIP/Riverside), signing-in sheets and for identifying known missing persons to the fire service on their arrival.

7.9 Escape Routes

Escape routes have adequate emergency lighting and are clearly signed at all sites. These are highlighted during fire safety training and induction.

7.10 Assembly Points

Assembly points are clearly signed at all sites and highlighted during fire safety training and induction.

7.11 Identify Persons Especially at Risk

It is the responsibility of fire wardens and responsible persons to notify emergency services of persons at risk on site.

7.12 Evacuation Arrangements for Disabled People

It is the responsibility of fire wardens and responsible persons to notify emergency services of specific arrangements for the evacuation of disabled people. These include:

- Evacuation by Stairs.
- Use of Refuges.

7.13 Visitors and / or Contractors

It is the responsibility of the member of staff who has signed a visitor in to the building to ensure they follow the evacuation procedure. Fire safety information is shared with contractors and visitors to ensure their understanding of the process.

7.14 Staff with Specific Responsibilities

Fire wardens are provided at all relevant sites to ensure the safe evacuation of the building.

7.15 Overall Control

The Building Safety & Sustainability Manager and Group Health and Safety Manager liaise to provide overall control of fire safety in Group buildings.

7.16 Fire Fighting

Although fire fighting equipment is provided, staff are trained to evacuate safely and are not permitted to use this equipment.

7.17 Fire Control Panel

Fire alarm panels are checked regularly by the competent person on site and notify the Building Safety & Sustainability Manager about any issues.

7.18 Contingency Plans

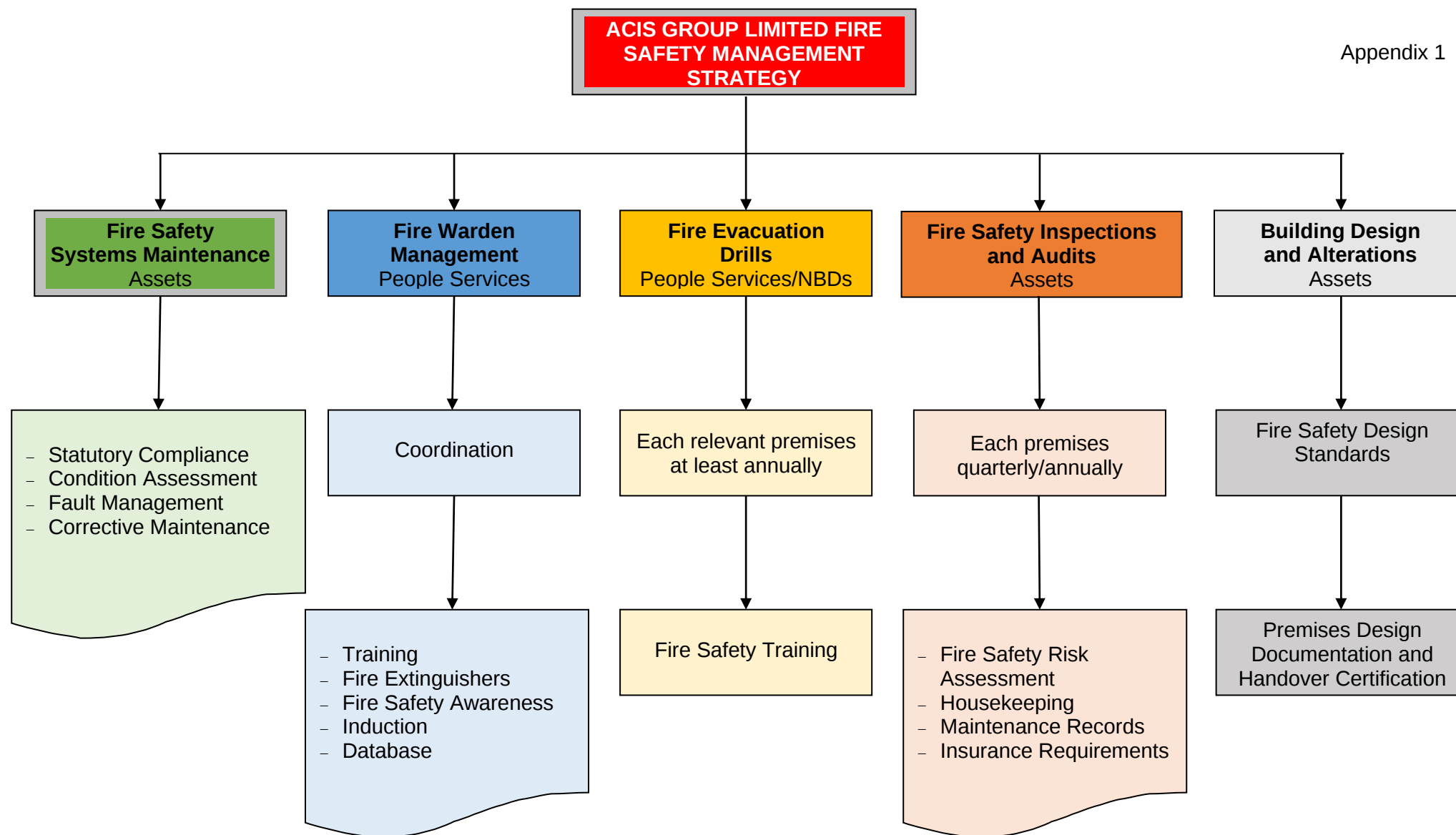
Acis' Business Continuity Group are responsible for reviewing all relevant systems and procedures.

7.20 Re-Entering the Building

It is the responsibility of fire wardens to ensure that nobody re-enters the building until permission has been given by the emergency services.

7.21 Contingencies If Not Re-Entering the Building

Acis' Business Continuity Group will manage any situations where sites become unavailable.



ACIS GROUP LIMITED FIRE SAFETY TRAINING PROGRAMME

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will be two fire drills per year to test the fire safety training.

Fire Safety Training Sessions

New Employees:	Induction Programme
Current Employees:	One refresher training session per year
Fire Wardens:	One training session per year specific to their duties.
Managers:	One e-learning training session per year specific to their duties

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies.
- What to do on discovering a fire.
- How to raise the alarm, including the locations of fire alarm call points (break glass points).
- The action to take upon hearing the fire alarm.
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety.
- The arrangements for calling the fire and rescue service.
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment.
- Knowledge of escape routes including stairways and especially those not in regular use.
- How to open all emergency exit doors.
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed.
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes.
- The reasons for not using lifts (except those specifically constructed as evacuation lifts).
- The safe use of and risks from storing and working with highly flammable and explosive substances.
- General fire precautions, fire awareness and good housekeeping practices.
- The no smoking policy (where applicable).
- Special provisions for assisting disabled people and any training needed.
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records

All fire safety training will be recorded in a way that includes the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

ACIS GROUP LIMITED FIRE SAFETY MANAGEMENT STRUCTURE

