

## Fire Safety Policy

2011



### Company Aims and Objectives

*Page 4*

### Fire Risk Assessment

*Page 15*

### Fire Safety Inspections, Testing & Maintenance

*Page 19*

### Emergency Procedures

*Page 21*

### Fire Safety Monitoring & Review

*Page 25*

# FIRE SAFETY POLICY

## INDEX

<b>Contents</b>	<b>Page 2</b>
<b>Amendments</b>	<b>Page 3</b>
<b>Introduction</b>	<b>Pages 4 to 6</b>
<b>Aims and Objectives</b>	<b>Page 7</b>
<b>Policy Statement</b>	<b>Page 8</b>
<b>Appointments</b>	<b>Page 9</b>
<b>Responsibilities</b>	<b>Pages 10 to 13</b>
<b>Arrangements</b>	<b>Page 14</b>
<b>Fire Risk Assessment</b>	<b>Pages 15 &amp; 16</b>
<b>Consultation</b>	<b>Pages 17 &amp; 18</b>
<b>Inspections, Testing &amp; Maintenance</b>	<b>Pages 19 &amp; 20</b>
<b>Emergency Procedures</b>	<b>Pages 21 &amp; 22</b>
<b>Training &amp; Information</b>	<b>Pages 23 &amp; 24</b>
<b>Fire Safety Monitoring &amp; Review</b>	<b>Pages 25 &amp; 26</b>
<b>Index of Documents</b>	<b>Page 27</b>
<b>Referring a Fire Safety Issue</b>	<b>Page 28</b>



# FIRE SAFETY POLICY

## INTRODUCTION

### 1. THE FIRE SAFETY POLICY DOCUMENT

- a. This document is Ashfield Homes Limited's (the Company's) Fire Safety Policy, and it has been produced in accordance with article 11(1) of the Regulatory Reform (Fire Safety) Order 2005.
- b. This Fire Safety Policy is the central document in the Company's fire safety management system.
- c. The Fire Safety Policy is not a stand alone document; fire can affect all parts of the organisation and impacts significantly upon the wellbeing of employees, customers and other members of the community. Therefore, the Fire Safety Policy is closely aligned to the Company's aims and objectives and its policies and procedures, particularly the Health and Safety and Risk Management Policies.
- d. The Company's fire safety aims and objectives are summarised in the section entitled '**Aims & Objectives**', which should be read in conjunction with the Company's corporate Aims & Objectives and Vision Statement. Clear objectives, or targets, for implementing the Fire Safety Policy are included in the Risk Management Section's Business Plan.
- e. The Company's commitment to fire safety is expressed in the section entitled '**Policy Statement**'. This is a broad outline of the Company's commitment to the responsible management of fire safety arrangements.

# FIRE SAFETY POLICY

## INTRODUCTION

### 2. ALLOCATION OF RESPONSIBILITIES

- a. All employees are responsible for fire safety at work. However, some officers will have additional responsibilities because of their seniority or particular role in the organisation. Levels of responsibility are explained in the section entitled '**Responsibilities**'.
- b. Persons responsible for fire safety matters cannot delegate their responsibility to others. Nevertheless, it is acceptable to delegate specific tasks to other persons provided the person who is responsible for them is satisfied that those tasks are fully and properly carried out, and that persons undertaking such tasks are competent to do so. In practice, this means that managers will often distribute specific tasks to individuals or groups, but should periodically check that their instructions have been followed.
- c. Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person identified in the procedure, provided that he or she is satisfied that the tasks have been fully carried out by persons who are competent to undertake such tasks.
- d. Failure to carry out a task or responsibility specified in the Fire Safety Policy or in any associated procedure, or deliberate or negligent infringement of any part of the Fire Safety Policy may lead to disciplinary action, whether or not the remedy is explicit.

# FIRE SAFETY POLICY

## INTRODUCTION

### 3. ARRANGEMENTS

- a. The way in which the Company shall achieve its policy is explained in the section entitled '**Arrangements**'. This section is divided into individual topics so that it can be easily referred to and updated. The purpose of each of these arrangements is stated within the appropriate section.
- b. Some documents and / or procedures listed in the arrangements section may refer to planned documents and / or procedures that are not yet in circulation. Where this is the case, any previous relevant documents and / or procedures issued under a previous version of this policy remain in force until the new version has been released.

The Company's **Fire Safety Policy** is made freely available to all employees on the Company intranet and hard copies are posted throughout all AHL workplaces.

For further information, please contact the Risk Management Section on Tel - **2861**

# FIRE SAFETY POLICY

## AIMS & OBJECTIVES

### 1. AIMS

- a. ASSURANCE.... that the Company has met or exceeded its statutory obligations regarding fire safety.
- b. PREVENTION.... of fire rather than reaction to it.
- c. INVOLVEMENT... of stakeholders at all levels in the management of fire safety arrangements.
- d. COMPATIBILITY.... between the Company's aims & objectives and its fire safety policies and procedures.
- e. CONTINUAL IMPROVEMENT... in the way fire safety is managed and in the organisation's fire safety performance.
- f. SENSIBLE FIRE SAFETY MANAGEMENT ... not bureaucratic compliance.

### 2. OBJECTIVES

- a. To identify fire risks to persons affected by the Company's operations, and to introduce measures to prevent, reduce or control those risks as appropriate.
- b. To reduce the overall number of fires in buildings managed by the Company.
- c. To implement management arrangements to ensure that fire safety equipment, devices and facilities are properly maintained.
- d. To implement emergency procedures to reduce harm and protect life.
- e. To provide training and information as appropriate to reduce fire risk.

# FIRE SAFETY POLICY

## POLICY STATEMENT

### **ASHFIELD HOMES LIMITED (the Company)...**

- a. recognises and accepts its duty to implement reasonable measures to prevent or reduce the risk of uncontrolled fires in its workplaces and other premises managed by the Company, and shall do all that is reasonable and appropriate to protect employees, service users, Board Members and other persons from the adverse affects of uncontrolled fires.
- b. intends to comply with all its statutory obligations and, where possible, to improve on these minimum standards by implementing industry best practice and encouraging a positive attitude towards fire safety throughout the Company.
- c. shall ensure that sufficient competent persons are appointed to ensure that fire safety measures are properly implemented and maintained throughout the organisation.
- d. shall provide suitable and sufficient information, instruction, training and supervision to allow all its employees to contribute effectively to the Company's fire safety arrangements.
- e. shall develop the Company's Fire Safety Policy in consultation with employee and trade union appointed representatives and Board Members so that employees and service users are provided with the opportunity to be effectively involved in the promotion of fire safety issues.
- f. shall ensure that risk management, including fire safety, is a standing agenda item at all formal regular meetings of the Company's Board and Senior Management Team.

.....

April 2011

Alex Rocke

Interim Chief Executive Officer

Ashfield Homes Ltd.

# FIRE SAFETY POLICY

## APPOINTMENTS

Statutory fire safety management duties have been allocated within the Company as follows:

- |                                       |                           |
|---------------------------------------|---------------------------|
| 1. Responsible Person:                | Director of Operations    |
| 2. Competent Person (policy):         | Risk Manager              |
| 3. Competent Person (workplaces):     | Health and Safety Officer |
| 4. Competent Person (communal areas): | Risk Management Officer   |
| 5. Competent Persons (assistance):    | Appointed Fire Marshals   |

You should have received a copy of the Ashfield Homes **Health and Safety Handbook** when joining the Company. If you haven't, please inform your Line Manager as soon as possible.

For further information, please contact the Risk Management Section on Tel - **2861**

# FIRE SAFETY POLICY

## RESPONSIBILITIES

### **1 THE BOARD OF NON- EXECUTIVE DIRECTORS shall ....**

- a. approve this Fire Safety Policy and all revisions.
- b. ensure that due consideration is given to the consequences, in relation to fire safety, of any policy decision taken by the Board.

### **2 THE SENIOR MANAGEMENT TEAM shall....**

- a. implement this Fire Safety Policy.
- b. possess overall responsibility for ensuring that the Company complies with all its statutory duties under the Regulatory Reform (Fire Safety) Order 2005.
- c. ensure that sufficient resources are allocated to fire safety measures so as to ensure that legislative standards are met and, where reasonable, exceeded.
- d. be aware of developments in legislation and shall accordingly allocate additional resources where necessary.
- e. recognise duly appointed employee and trade union health and safety representatives, and ensure that a suitable method of consultation exists with regard to issues on which the Company is required to consult.
- f. appoint a Director to be responsible for fire safety matters.
- g. ensure that fire safety is accorded appropriate priority in all the Company's activities.
- h. ensure that fire safety issues are discussed and resolved at the appropriate Senior Management Team meetings.
- i. periodically review the Company's Fire safety Policy and make any appropriate changes for the promotion of improved standards of fire safety.
- j. appoint sufficient competent persons to undertake specific tasks required by this policy.

# FIRE SAFETY POLICY

## RESPONSIBILITIES

### **3 THE DIRECTOR RESPONSIBLE FOR FIRE SAFETY**

**(the Director of Operations) shall ....**

- a. ensure that the duties of the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005 are carried out throughout the organisation.
- b. report all major fire safety issues to the appropriate Management Team meeting.
- c. consult regularly with the Company's appointed Competent Person.
- d. update meetings of the Senior Management Team about proposed changes in legislation and any potential impact on the Company's activities.
- e. bring significant changes in the Company's Fire Safety Policy to the Board for approval.

### **4 THE HUMAN RESOURCES & DEVELOPMENT MANAGER shall ...**

- a. ensure that no part of this policy is in direct conflict with any of the Company's employment, equal opportunities or disciplinary procedures.
- b. arrange, in conjunction with the Risk Manager, for the provision of any training required by relevant legislation or by this policy.

### **5 SECTION MANAGERS shall ....**

- a. ensure that the Company's Fire Safety Policy and any related procedure is applied throughout their areas of responsibility and brought to the attention of all personnel under their control.
- b. delegate specific duties as necessary to implement the Company's Fire Safety Policy.
- c. periodically inspect and review premises and work activities within their areas of responsibility with a view to securing improvements in fire safety performance.

# FIRE SAFETY POLICY

## RESPONSIBILITIES

### **6 THE RISK MANAGER shall ....**

- a. keep up to date with changes to fire safety legislation, guidance and best practice and advise the Responsible Person accordingly.
- b. allocate duties and responsibilities within the Risk Management Section and ensure that the duties of Competent Persons employed within the section have been carried out.
- c. co-ordinate the activities of the Company's appointed Fire Marshals and ensure that their duties have been carried out.
- d. in conjunction with management and employee representatives, prepare fire safety documents and procedures for approval by the Senior Management Team.
- e. periodically inspect offices, premises and sites of work in conjunction with the person in charge for the purpose of securing improvements in working conditions and practices.
- f. periodically review the Company's arrangements for fire safety management and make appropriate recommendations to the Responsible Person.
- g. provide or arrange for specialist services or equipment as necessary to implement any part of this policy.
- h. consult with employee and trade union health and safety representatives in order to fulfil the Company's responsibilities.
- i. investigate fire damage to workplaces and domestic properties managed by the Company with a view to securing improvements in fire prevention, detection and evacuation arrangements.
- j. ensure that fire evacuation procedures in each of the Company's workplaces and at sheltered schemes managed by the Company are suitable, sufficient and periodically tested, and that any shortfall in the procedures is promptly reported to the Responsible Person.

# FIRE SAFETY POLICY

## RESPONSIBILITIES

### 7 OTHER COMPETENT PERSONS shall ....

- a. carry out their allocated duties under this policy and related Company procedures within any stipulated timescales.
- b. promptly report any fire safety issues to the Risk Manager.

### 8 ALL EMPLOYEES shall ....

- a. not interfere with or misuse any item provided by their employer for fire safety reasons.
- b. make full and proper use of any item or procedure provided by their employer in the interests of fire safety.
- c. follow any reasonable direction or instruction provided to them by a Fire Marshal.
- d. report any situation they observe that is likely to lead to a fire starting or spreading, or is likely to hinder escape in the event of a fire, to their Line Manager.
- e. make themselves aware of Company procedures and policies insofar as they are affected by them.
- f. assist visitors or others to a place of safety in an emergency.

Company procedure **AHL HS03**  
**'Health and Safety & Fire Safety**  
**Inspections'** is available on the Risk  
Management page on the Company  
Intranet.

# FIRE SAFETY POLICY

## ARRANGEMENTS

### FIRE SAFETY MANAGEMENT ARRANGEMENTS

- 01 Fire Risk Assessment
- 02 Consultation
- 03 Fire Safety Inspections, Testing and Maintenance
- 04 Emergency Procedures
- 05 Training & Information
- 06 Fire Safety Monitoring and Review

**Have you received any health and safety training since joining the Company?**

If not, please contact your Line Manager to ensure that the appropriate training is arranged.

# FIRE SAFETY POLICY

## 01 - FIRE RISK ASSESSMENT

### 1. PRINCIPLES

- a. Ashfield Homes recognises its statutory duty to carry out fire risk assessments.
- b. Risk assessment is an essential component of good fire safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant and realistic.
- c. In order for risk assessments to be suitable and effective, the risk assessment process itself must not be inappropriately applied, unreasonably time-consuming or over-complex.

### 2. PURPOSE

- a. To implement a fire risk assessment system that is effective, efficient and suitable to meet Ashfield Homes' business needs.
- b. To comply with the Company's statutory duty to prepare suitable and sufficient fire risk assessments.
- c. To contribute to the improved safety of the Company's employees, customers and the general public through the identification and prevention or control of significant fire risks.

### 3. POLICY

- a. Ashfield Homes will ensure that a suitable and sufficient fire risk assessment is carried out relating to each property occupied by its employees or managed by the Company on the behalf of Ashfield District Council. In order to achieve this, risk assessments shall be carried out as follows:

#### **Building-specific assessments**

All Company Workplaces.

All Sheltered Schemes.

All 2 and 3 storey blocks of flats including basements.

Houses in Multiple Occupation (HIMOs).

# FIRE SAFETY POLICY

## 01 - FIRE RISK ASSESSMENT

### **3. POLICY (continued)**

- b. Fire risk assessments shall take account of each of the following items:
- occupation of buildings.
  - the risk of fires starting.
  - the risk of fire spreading.
  - the risk of persons becoming trapped by fire.
  - the storage and use of dangerous substances.
  - the storage of flammable materials.
  - measures to prevent or reduce fire risks.
  - additional risks to vulnerable persons, including young persons.
- c. Fire risk assessments shall be reviewed annually, or whenever there is cause to consider that they are no longer valid (whichever is the sooner).

### **4. LEGAL REQUIREMENTS**

- a. Regulatory Reform (Fire Safety) Order 2005.
- b. Dangerous Substances and Explosive Atmospheres Regulations 2002.
- c. Furnishings (Fire Safety) Regulations 1988 (as amended).
- d. Disability Discrimination Act 1995.

### **5. RELATED POLICIES & PROCEDURES**

- a. Health and Safety Policy.
- b. Risk Management Policy.
- c. Document Retention Policy.

### **6. FIRE SAFETY DOCUMENTS AND PROCEDURES**

- a. AHL FS01 "Assessment of Fire Risks".

# FIRE SAFETY POLICY

## 02 - CONSULTATION

### 1. PRINCIPLES

- a. Ashfield Homes recognises its statutory duty to consult with employees about fire safety matters.
- b. Ashfield Homes recognises that early consultation with the Fire & Rescue Service will contribute to a more effective response in the event of any emergency.

### 2. PURPOSE

- a. To comply with the Company's statutory duty to consult with employees about the fire safety matters.
- b. To contribute to the improved safety of the Company's employees, customers and the general public through consultation with those parties who are affected by the Company's activities.

### 3. POLICY

- a. Risk management, including fire safety issues, shall be a standing agenda item at all formal regular meetings of the Company's Board and Senior Management Team.
- b. The Company shall consult with employee and recognised Trade Union representatives with regard to the formulation and any subsequent review of the Company's Fire Safety Policy.
- c. The Company shall consult directly with employees regarding significant alterations to fire safety documents and procedures and fire prevention or fire risk reduction measures through the Company's Core Brief process. Therefore, risk management, including fire safety issues, shall be a standing agenda item at all Core Brief / Team Meetings.
- d. The Company shall consult directly with tenants regarding the fire safety implications of major works through the Ashfield Tenant & Resident Major Works Compact.

# FIRE SAFETY POLICY

## 02 - CONSULTATION

### **3. POLICY (continued)**

- e. Tenants and residents shall be afforded the opportunity to consult Ashfield Homes Ltd. about any fire safety issue through the Ashfield Tenant & Resident Compact and Ashfield Tenant & Resident Youth Compact.
- f. The Company shall consult with tenants and residents through Elected Tenant Board Members with regard to the formulation and any subsequent review of the Company's Fire Safety Policy.
- g. The Company shall invite the Fire & Rescue Service to consult on measures intended to improve the safety of tenants, residents, employees and other stakeholders.

### **4. LEGAL REQUIREMENTS**

- a. Regulatory Reform (Fire Safety) Order 2005.
- b. Health and Safety (Consultation with Employees) Regulations 1996.
- c. Safety Representatives and Safety Committee Regulations 1977.
- d. The Information and Consultation of Employees Regulations 2004.

### **5. RELATED POLICIES & PROCEDURES**

- a. Consultation with All Trade Unions.
- b. Communications Policy.
- c. Whistleblowing Policy.
- d. Ashfield Tenant's Compact.
- e. Ashfield Tenant & Resident Major Works Compact.

### **6. FIRE SAFETY DOCUMENTS AND PROCEDURES**

- a. AHL HS02 "Health & Safety Committee Constitution".
- b. AHL HS02a "Employee H&S Consultation Constitution".

# FIRE SAFETY POLICY

## 03 - FIRE SAFETY INSPECTIONS, TESTING & MAINTENANCE

### 1. PRINCIPLES

- a. Regular formal inspection of Company workplaces and other areas under the Company's control is an essential tool for the early identification of fire hazards.
- b. The frequency at which fire safety inspections are carried out should be such that they are regular enough to identify emergent hazards, yet not so frequent that they become unreasonably time-consuming.
- c. Regular and timely testing and maintenance of fire safety equipment, devices and facilities, including detection systems, fire fighting equipment, automatic fire doors and emergency lighting will ensure that such systems are fully functional in the event of an emergency.

### 2. PURPOSE

- a. To contribute to the improved safety of the Company's employees, customers and visitors by regular formal inspection of workplaces in order to identify fire hazards and prevent or reduce any risk of uncontrolled fires occurring.
- b. To contribute to the improved safety of the Company's customers by regular formal fire safety inspections of enclosed public areas under the Company's control.
- c. To ensure that fire safety equipment, devices and facilities are regularly tested and serviced so that building occupiers are assured that they will be fully operational in the event of fire.

### 3. POLICY

- a. Ashfield homes Ltd. shall ensure that fire safety inspections are carried out of the Company's workplaces and in enclosed public areas under the Company's control at frequencies appropriate to the level of risk.
- b. The Company shall appoint persons to carry out inspections of workplaces and other relevant areas at agreed frequencies in defined areas.

# FIRE SAFETY POLICY

## 03 - FIRE SAFETY INSPECTIONS, TESTING & MAINTENANCE

### **3. POLICY (continued)**

- c. Persons appointed to carry out workplace inspections shall ensure that an Elected Trade Union Safety Representative or other appropriate employee is afforded the opportunity to observe and contribute to the inspection. This shall not preclude the legal right of Elected Trade Union Safety Representatives to inspect their workplace at least every three months (or more frequently by agreement).
- d. Procedures shall be implemented to allow employees to report any fire risks observed in workplaces or other relevant areas.
- e. The Responsible Person shall ensure that arrangements are in place to test fire safety equipment, devices and facilities in workplaces, public areas and domestic premises managed by the Company and to maintain such equipment, devices and facilities in operational order at all times.

### **4. LEGAL REQUIREMENTS**

- a. Regulatory Reform (Fire Safety) Order 2005.
- b. Health and Safety (Safety Signs and Signals) Regulations 1996.

### **5. RELATED POLICIES & PROCEDURES**

- a. Document Retention Policy.
- b. Health and Safety Policy.
- c. Property Health & Safety Check Procedure.
- d. AHL HS14 "Inspecting Electrical and Gas Installations & Equipment".

### **6. FIRE SAFETY DOCUMENTS AND PROCEDURES**

- a. AHL HS03 "Health & Safety and Fire Safety Inspections".
- b. AHL FS02 "Information for Fire Marshals".

# FIRE SAFETY POLICY

## 04 - EMERGENCY PROCEDURES

### 1. PRINCIPLES

- a. Whereas good fire safety management arrangements prevent or reduce the risk of fires starting and spreading, it is essential that effective emergency evacuation procedures are prepared and, where appropriate, practiced in order to prevent loss of life or injury if such an event was to occur.
- b. Ashfield Homes recognises its statutory duty to prepare effective plans for the safe evacuation of employees and visitors from workplaces and of any person from public areas under the Company's control in the event of a fire.
- c. Ashfield Homes also recognises its statutory duty to ensure that all persons occupying, using or neighbouring any building referred to in paragraph (b.) are provided with sufficient information about the evacuation plan to enable them to recognise a situation of danger and to reach a place of safety in the event of fire.
- d. Ashfield Homes recognises its statutory duty to appoint sufficient competent persons to implement emergency plans in the event of a fire in workplaces under its control.

### 2. PURPOSE

- a. To comply with the Company's statutory duty relating to emergency evacuation planning.
- b. To ensure that effective plans are prepared to avoid loss of life in the event of a fire in relevant premises.

### 3. POLICY

- a. Ashfield Homes Ltd shall prepare an emergency evacuation plan to be deployed in the event of a fire in any workplace or enclosed public area under its control.
- b. The Fire & Rescue Service shall be invited to consult with the Company regarding the emergency plans prepared by the Company.

# FIRE SAFETY POLICY

## 04 - EMERGENCY PROCEDURES

### **3. POLICY (continued)**

- c. Each emergency plan prepared by the Company shall address:
- the means of detecting a fire and raising the alarm.
  - the means of escape to a place of safety.
  - the means of accounting for building occupants.
  - the provision and use of fire fighting equipment.
  - the provision of information for the Fire & Rescue Service.
  - additional requirements for vulnerable persons.
- d. Each emergency plan relating to a workplace or sheltered scheme, shall be rehearsed at appropriate frequencies to ensure that all persons regularly occupying such premises are aware of the action to take in the event of an emergency.
- e. Sufficient competent persons shall be appointed by the Company to effectively implement the emergency plan in each workplace at all times when 5 or more Company employees habitually occupy the workplace.
- f. The Company shall co-operate with other employers with regard to emergency planning, rehearsals and the appointment of competent persons at each workplace that is shared by another employer.
- g. Where appropriate, the Company shall carry out desktop rehearsals of evacuation plans relating to enclosed public areas under the Company's control.

### **4. LEGAL REQUIREMENTS**

- a. Regulatory Reform (Fire Safety) Order 2005.

### **5. RELATED POLICIES & PROCEDURES**

- Not Applicable.

### **6. FIRE SAFETY DOCUMENTS AND PROCEDURES**

- a. AHL FS02 "Information for Fire Marshals".
- b. AHL FS03 "Emergency (Fire) Procedures".
- c. AHL FS04 "Fire Safety Training & Information".

# FIRE SAFETY POLICY

## 05 - TRAINING & INFORMATION

### 1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to provide fire safety training and information to employees, both at the time that they are first employed and periodically afterwards.
- b. Ashfield Homes Ltd. also recognises its duty to provide information to persons who are not employed by the Company, but whose safety might be compromised by a fire in a location under the Company's control.

### 2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision of fire safety training and information.
- b. To, through the provision of suitable and sufficient training and information, reduce the likelihood of a fire starting, spreading or resulting in injury or the loss of life.

### 3. POLICY

- a. The Company shall provide suitable and sufficient training during work time for all appointed competent persons according to their level of responsibility and the tasks that they carry out. Fire safety awareness training shall be carried out within a reasonable time period from the date that each competent person is appointed.
- b. The Company shall ensure that suitable fire safety information is provided to each new employee during their induction into the Company, including:
  - emergency procedures in the workplace(s) where they are employed .
  - how to recognise the fire alarm.
  - identification of Fire Marshals
  - places of assembly.
- c. Risk management, including fire safety issues, shall be a standing item at Company Core Brief and Team Meetings.

# FIRE SAFETY POLICY

## 05 -TRAINING & INFORMATION

- d. Posters shall be placed in all workplaces, enclosed public areas and shared domestic circulation areas under the Company's control, clearly identifying:
  - the action to take in an emergency.
  - the means of escape.
  - the assembly point to be used.
  - any appointed Fire Marshals in the building.
- e. Clear information relating to fire prevention and the action to take in the event of a fire shall be provided by the Company to all new tenants and periodically to all residents of blocks of flats and sheltered schemes.
- f. Arrangements for the provision of fire safety training and information shall be reviewed periodically and at any other time when there has been cause to suspect that it is no longer appropriate, suitable or sufficient.

### **4. LEGAL REQUIREMENTS**

- a. Regulatory Reform (Fire Safety) Order 2005.
- b. Health Act 2006.
- c. Health and Safety (Safety Signs and Signals) Regulations 1996.
- d. Smoke-free (Premises and Enforcement) Regulations 2006.
- e. Smoke-free (Signs) Regulations 2007.

### **5. RELATED POLICIES & PROCEDURES**

- a. Human Resources Strategy.
- b. Capability Procedure.

### **6. FIRE SAFETY DOCUMENTS AND PROCEDURES**

- a. AHL HS11 "Health & Safety and Fire Safety Training and Information".
- b. AHL FS02 "Information for Fire Marshals".
- c. AHL FS03 "Emergency (Fire) Procedures".

# FIRE SAFETY POLICY

## 06 - FIRE SAFETY MONITORING & REVIEW

### 1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to periodically review its fire safety management arrangements.
- b. Effective monitoring and review fire safety management arrangements will contribute to improved health and safety performance throughout the Company.

### 2. PURPOSE

- a. To comply with the Company's statutory duties to review its fire safety management arrangements.
- b. To identify areas for improvement relating to the company's fire safety performance and arrangements.

### 3. POLICY

- a. The Company shall introduce procedures to enable the effective monitoring of the fire safety performance of its management, employees and contractors, including regular workplace inspections, trend analyses, investigation of fires and fire safety auditing.
- b. Regular reports and recommendations relating to the Company's fire safety performance shall be prepared for consideration by the Company's Health and Safety Committee, Senior Management Team and Board as appropriate.
- c. Fire safety performance shall be included in the Company's annual Risk Management Review.
- d. The Company shall introduce procedures to enable the effective periodic review of its fire safety arrangements.

# FIRE SAFETY POLICY

## 06 - FIRE SAFETY MONITORING & REVIEW

### 4. LEGAL REQUIREMENTS

- a. Regulatory Reform (Fire Safety) Order 2005.

### 5. RELATED POLICIES & PROCEDURES

- a. Risk Management Policy.

### 6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS03 "Health & Safety and Fire Safety Inspections".
- b. AHL HS07 "Permit to Work for Contractors".
- c. AHL HS12 "Monitoring Health & Safety and Fire Safety Performance".
- d. AHL FS05 "Reporting & Investigating Fire Safety Incidents".

The Company's **EMERGENCY ACTION AND TELEPHONE NUMBERS** document is available on the Risk Management page on the Company Intranet.

For further information, please contact the Risk Management Section on Tel – **2861**

# FIRE SAFETY POLICY

## INDEX OF FIRE SAFETY DOCUMENTS AND PROCEDURES

<u>Reference</u>	<u>Title</u>
AHL FS 01	Assessment of Fire Risks
AHL FS 02	Information for Fire Marshals
AHL FS 03	Emergency (Fire) Procedures
AHL FS 04	Fire Safety Training & Information
AHL FS 05	Reporting & Investigating Fire Safety Incidents

Please visit the Risk Management page on the Company Intranet to access the full and current list of Risk Management and Health and Safety procedures and forms.

For further information, please contact the Risk Management Section on Tel – **2861**

# FIRE SAFETY POLICY

- Have you spotted a fire or health and safety issue around the workplace or out on the district?
- Did you know there is a form on the Company intranet you can download and complete to refer the issue to the Risk Management team?

Submitting a form also makes you eligible for a prize draw at the annual employee conference event.



## ASHFIELD HOMES LIMITED

*"Delivering Excellent Housing Services"*

### HEALTH AND SAFETY REFERRAL FORM

#### Part 1: Location & Employee Details - complete fully

Location: .....

Address: .....

.....

Employee: ..... (Name & Position)

#### Part 2: Hazard Type - tick relevant box(es)

<input type="checkbox"/> 01 Slip, Trip or Fall	<input type="checkbox"/> 02 Fire	<input type="checkbox"/> 03 Obstruction
<input type="checkbox"/> 04 Loose or Insecure Item	<input type="checkbox"/> 05 Sharp or Hot Item	<input type="checkbox"/> 06 Health Hazard
<input type="checkbox"/> 07 Electrical	<input type="checkbox"/> 08 Drugs Activity	<input type="checkbox"/> 09 Rough Sleeping
<input type="checkbox"/> 10 Other (Specify): .....		

#### Part 3: Details & Attachments - describe the hazard and list any attachments

Details: .....

.....

.....

Attachments: .....

#### Part 4: Signatures - complete fully

Signature: ..... Date: .....

#### Part 5: Referral for Action - to be completed by Risk Management Section only

Referred To: ..... (Lead Officer) Ref: .....

Referred By: ..... Date: .....