



Fire Safety Management Plan 2021 - 2024

FIRE SAFETY

1 PURPOSE

1.1 The purpose of this management plan is to provide guidance on South Kesteven District Councils (SKDC) fire safety obligations in relation to:

- Single household properties;
- Houses in multiple occupation (HMOs) (this includes both shared houses and bed sit HMOs)
- Purpose built flats and buildings converted into self-contained flats;
- Sheltered living accommodation in which personal care is not provided;
- SKDC offices

1.2 Where properties are:

- Purpose built flats, and flats converted in accordance with the building regulations 1991 and thereafter, the prime source of guidance is **Local Government Association - Fire Safety in Purpose Built Flats (2012)**.
- Converted flats that do not meet the standards under the building regulations 1991 or thereafter, the prime source of guidance is the **Local Government Regulation Housing – Fire Safety Guidance on fire safety provisions for certain types of existing housing) (2006)**.
- General guidance all on property types can be found within **MHCLG's Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings** document. This document is subject to continual review and must be closely monitored.
- Guidance on undertaking Fire Risk Assessments can be found in HM Governments document entitled **Fire Safety Risk Assessment – Sleeping Accommodation**.

All staff responsible for fire safety, or contractors undertaking fire risk assessments, must be familiar with the guidance in the above documents.

1.3 Prior to the Grenfell Tower fire in June 2017, it was expected that properties constructed, converted or refurbished in accordance with the Building Regulations 1991 or later would not require any additional fire precaution measures, unless occupied in a manner other than that intended under the original construction or conversion scheme. *(For example, where a single household flat is now in multiple occupation and therefore some additional risks have been introduced)*. However, following the fire at Grenfell this can no longer be assumed and therefore a fire safety risk assessment must still be undertaken and/or reviewed annually. This is to ensure that fire safety measures are:

- as required,
- have not been compromised
- and the building is still being occupied as intended when constructed or converted.

2. FIRE SAFETY MANAGEMENT STRUCTURE

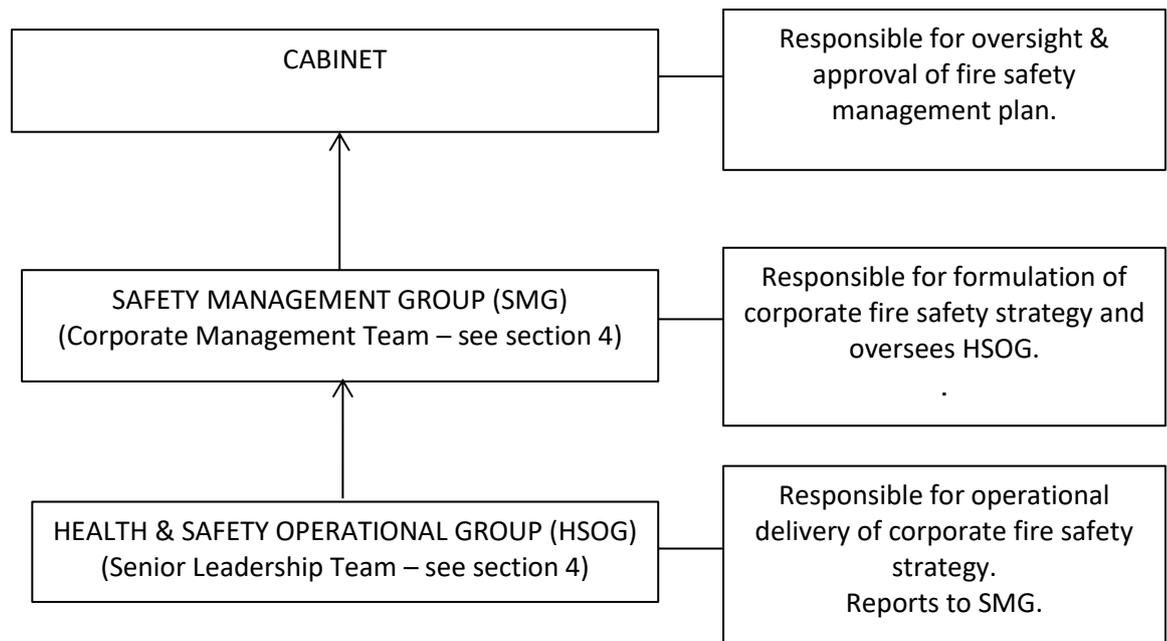


Diagram 1

3. SKDC FIRE RISK ASSESSMENTS

- 3.1 Most fires are preventable and therefore SKDC need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire. To do this SKDC will carry out regular detailed fire risk assessments (FRA's) to the internal communal areas of domestic properties to identify risks and hazards, and the appropriate action to control them.
- 3.2 SKDCs Technical Services Team will monitor and ensure that the following fire safety related activities are undertaken:
- Housing in Multiple Occupation (HMO's) properties– FRA's are undertaken on an annual onsite basis.
 - Sheltered Housing properties – FRA's are undertaken on an annual onsite basis.

- General needs properties - FRA's are undertaken in-accordance with the matrix and will be either annual on-site or annual desk top review.
- New Build Properties – FRA's are undertaken on appropriate new build schemes on behalf of the Development team;
- All Properties consisting of four storeys or more - FRA's will be undertaken on an annual onsite basis;
- SKDC Offices - FRA's undertaken on an annual onsite basis;
- The monitoring of testing and servicing of fire detection systems and fire equipment;
- The procurement and ongoing management of a contractor(s) to undertake FRA's, testing and servicing of fire detection systems and fire equipment.

3.3 The SKDC Technical Compliance Team is made up of the following staff:

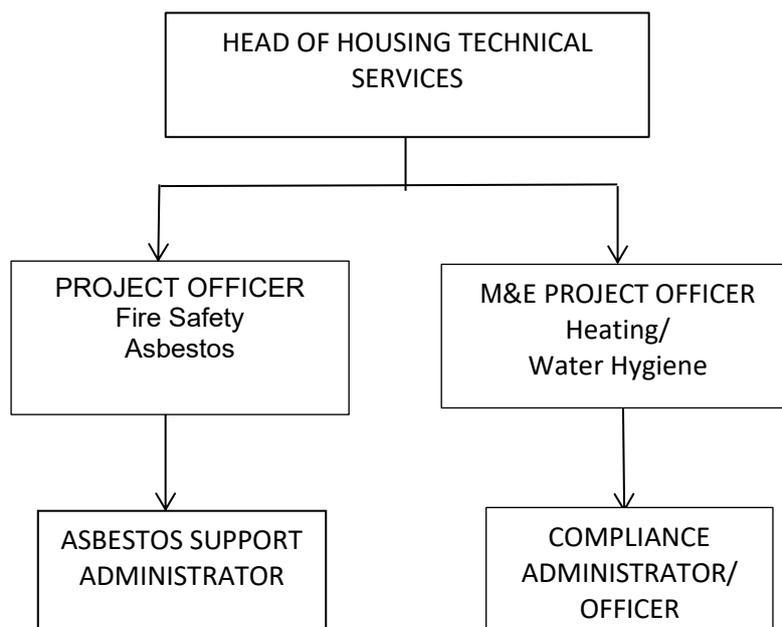


Diagram 2

4 RESPONSIBLE PERSONS

- 4.1 The **Chief Executive** has overall responsibility for ensuring current fire legislation is met, implemented and adequate resources are available to meet the requirements of fire safety legislation and guidance in all SKDC properties.
- 4.2 The **Director of Housing and Property Services** - will have the delegated Cabinet responsibility for fire safety matters, subsequently delegating delivery of the strategy to the **Assistant Housing Director**.

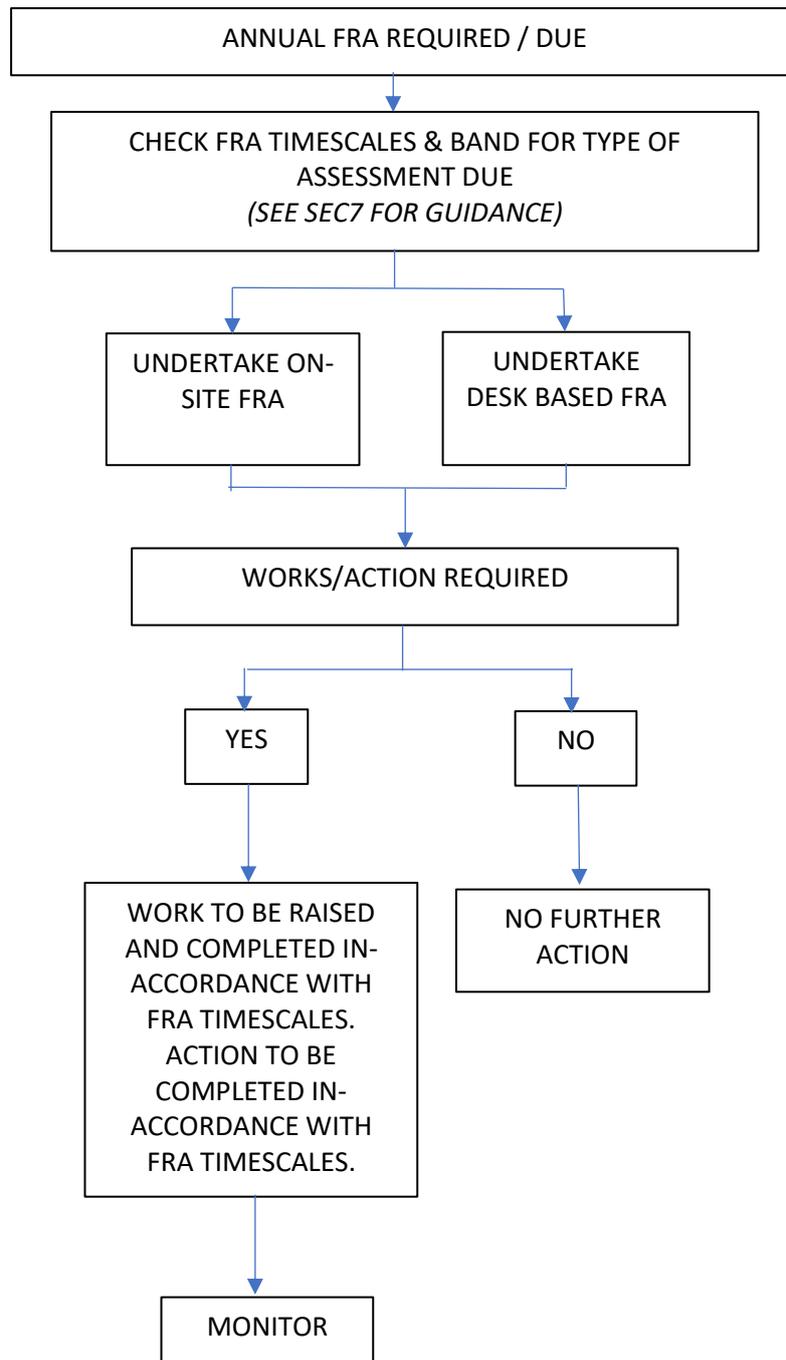
- 4.3 The **Head of Housing Technical Services (HHTS)** is the responsible person for the identification and management of fire safety risk within SKDC. The HHTS is the operational lead and is the responsible person for the co-ordination of the following areas:
- Means to reduce the risk of fire to the minimum possible;
 - Suitable means of detecting and raising the alarm in the event of fire;
 - Ensuring that fire alarm testing and servicing is being carried out in-accordance with the grade of the fire system, or as agreed with the relevant enforcement authority;
 - In properties where a fire safety log is required, ensure that this is completed correctly in-accordance with system testing and servicing requirements, and where feasible, that the log is kept on site. If it is not feasible for these to be kept on site, then these should be held centrally;
 - Adequate and appropriate means of escape;
 - Provision of suitable firefighting measure where appropriate;
 - Provision of appropriate and compliant signage;
 - Suitable provisions for the protection of fire fighters as agreed with the County Fire Officer.
- 4.4 The **HHTS** is to monitor and ensure that all Fire Risk Assessments (FRAs) are undertaken in-accordance with the matrix contained within section 7, and all work and actions recorded on the FRA, have been acted on and completed within the priority target dates indicated.
- 4.5 Where additional fire safety requirements are identified through this inspection process, budget provision should be made and normally delivered through the following year's planned maintenance programme. However, there may be a requirement to undertake works earlier if it is considered that the risk warrants a shorter timescale, or if a notice is served on SKDC, for example by the local fire and rescue authority.
- 4.6 The **HHTS** will ensure that risk assessment contractors appointed to undertake FRAs are competent to do so as they will be responsible for undertaking the delivery of the areas contained within section 4.3 above. Undertaking the fire risk assessment means:
- (i) carrying out the assessment, whether by an onsite inspection or desk-based review, and
 - (ii) ensuring full details of the assessment are recorded on the electronic version of the Fire Risk Assessment, and that this is stored in the designated location.
- 4.7 The **Project Officer (PO)** will ensure that all work and actions arising from FRA's are raised / forwarded to the relevant persons and are completed within priority target. The **Compliance Administrator** will assist the PO in ensuring that all FRA's are undertaken and works /actions completed within priority.

- 4.8 The **Head of Housing Service (HOHS)**, is the responsible person for ensuring that residents receive information on action to be taken in the event of fire, including if there is a stay put, or evacuation policy in place. Further the HOHS will ensure the necessary Premises Information Boxes are updated with the necessary scheme details and fitted in an appropriate location for each sheltered housing facility owned and managed by SKDC.
- 4.9 The **Housing Options Manager**, must ensure that residents are sign posted to the fire safety information located on SKDCs website.
- 4.10 The **HHTS** must ensure that no information that would breach the requirements of the General Data Protection Regulation (GDPR), e.g. personal information in respect of individual residents, is contained within a Fire Risk Assessment.
- 4.11 The Improvement Manager will act as **Chair of the Health and Safety Operational Group** and will ensure that fire safety policy and process is discussed as per the group's terms of reference and any necessary action taken and reported to the Safety Management Group.

5.0 WHO IS RESPONSIBLE FOR UNDERTAKING A FIRE RISK ASSESSMENT

- 5.1 SKDC is responsible for undertaking an FRA in the communal areas in the following properties:
- SKDC is the freeholder with the property occupied by leaseholders, for example;
 - shared ownership;
 - RTB in the context of flats;
 - SKDC is the freeholder and directly provides services to residents, for example:
 - general needs tenants in flats owned by SKDC;
 - sheltered schemes;
 - Houses designated as Houses in Multiple Occupation (HMOs) owned by SKDC and directly managed by SKDC.

6.0 FIRE RISK ASSESSMENT (FRA) PROCESS



Check:
Most recent
Housing
Inspection Sheet;

P&C works
undertaken since
last assessment;

If there are on
site staff, then
senior on site
staff member
must be present.

7.0 FIRE RISK ASSESSMENT TIMESCALES

7.1 The time scales for the different forms of risk assessment depends on the potential level of risk and are set out below.

Band A	Year 1	On site assessment
	Year 2	Desk based review (unless circumstances change, such as statutory/regulatory requirements or where significant building works have been undertaken which could potentially compromise the fire precautions).
	Year 3	On-site assessment (or desk-based review if the Year 2 review was an on-site review because of a change in circumstances and there has been no further change or change in statutory / regulatory changes).
	Year 4	Desk based review (unless circumstances change, such as statutory/regulatory requirements or where significant building works have been undertaken which could potentially compromise the fire precautions).
Band B	Year 1	On-site assessment & every year thereafter.
KEY	Band A	General needs properties where the building is three storeys or less.
	Band B	More complex buildings: <ul style="list-style-type: none"> • Any Sheltered living scheme where there are common parts. • Housing in Multiple Occupation (HMO's) • Any buildings of a large panel type construction. • Any building of four storeys or more.

NB If an on-site assessment is required because of a change (for example because of major works or there has been a significant change in the resident client group or there has been a statutory/regulatory change) then the cycle starts again at Year 1. If a significant change occurs, a new on-site assessment should be undertaken immediately, do not wait until the next assessment is due.

8.0 FIRE RISK ASSESSMENT ELECTRONIC STORAGE

- 8.1 Following successful validation, all FRA's are automatically to be uploaded and stored electronically in the designated location. The relevant attributes are automatically updated at the same time.

9.0 FIRE SAFETY DOCUMENT STORAGE

- 9.1 In order to ensure that there is a "golden thread" of fire safety information, all documents are to be stored in the relevant block asset file within Apex or any designated asset management system provided by SKDC.

10.0 WORK RAISED / ACTION REQUIRED

- 10.1 All fire safety works raised to properties and actions required must be closely monitored to ensure they are completed correctly, in-accordance with priority and timescale. The use of the established housing compliance property system should whenever possible be used for this purpose.

11.0 AUDIT

- 11.1 An annual audit of 15% of Band A and 15% of Band B FRA's will be undertaken by SKDC's Compliance team. In addition, Lincolnshire Fire and Rescue Service will undertake several external audits throughout the year. The outcomes will be reported to the Council's Rural and Communities Overview and Scrutiny Committee.

12.0 FIRE RISK ASSESSMENT ACCESSABILITY

- 12.1 In order to aid transparency, SKDC will develop a process where all FRAs can be accessed digitally and viewed by all interested parties, including tenants and Leaseholders. In the meantime, copies will be provided upon request and provided within 5 working days.

13.0 FIRE SAFETY IN HIGH RISE BUILDINGS

- 13.1 High rise buildings are defined as buildings that are at present 18 metres or more, or 6 storeys or higher. This area will be kept under review following the recommendations currently being made through the Grenfell inquiry and Ministry of Housing, Communities and Local Government (MHCLG) building safety advice.
- 13.2 For new residential buildings of 18 metres or more (or where building work is carried out on existing residential buildings of 18 metres or more), SKDC will ensure compliance with the ban contained within amended Regulation 7 of the Building Regulations 2010, on the use of combustible materials in external walls and specified attachments (including balconies, etc.). The ban limits the use of materials in the external wall and specified attachments to products achieving a classification of Class A1 or A2-s1, d0, subject to a

number of specific exceptions. Details can be found in the Building (Amendment) Regulations 2018 (SI 2018/1230).

- 13.3 The Government has also taken action to address the risks arising from balconies. SKDC will therefore ensure compliance with revisions to the Building Regulations introduced in December 2018. This requires balconies on new residential buildings 18m and over to be made of non-combustible materials (i.e. materials classified as A1 or A2-s1, d0).
- 13.4 The Improvement Manager must ensure that a thorough fire risk assessment of the whole fire related standards of the building, including compartmentation, fire prevention/suppression, fire escapes/means of escape, means of detection and warning, as well as the cladding and its construction is undertaken. The building management process, testing regime, and the evacuation policy should also be included. The risk assessment should be a holistic assessment of the building and include an assessment of the fire spread and the likelihood of any external spread re-entering the building thereby creating a “leapfrog effect”, particularly with full height or near full height glazing.
- 13.5 Should any work be undertaken that could temporarily affect the buildings fire safety measures then the person responsible for the project should consult with Lincolnshire Fire and Rescue Services.
- 13.6 Lincolnshire Fire and Rescue Services should be consulted with regard to access for emergency services. This should be included as part of the FRA in order to identify if enough space is available. Should more space be required then this should be provided if possible.

14.0 LARGE PANEL SYSTEM BUILDINGS

- 14.1 These are buildings constructed from large precast concrete panels. Cracks are a common characteristic of large panel systems, especially those built between 1963 and 1978, and are caused by the large precast concrete panels expanding and contracting, and in some cases ‘bowing’ due to being wet and cold on the outside and warm and dry on the inside. Whilst these gaps do not compromise the structural safety of the building, they can require remedial action to ensure continued fire compartmentation.
- 14.2 SKDC will ensure that all buildings of this type are inspected at least once every two years in order to identify if cracking has taken place. When identified, the cracks should be sealed to restore fire compartmentation using a suitable flexible fire-resistant mastic capable of withstanding the differential expansion and contraction of the large panel system.

15.0 CLADDING

- 15.1 External walls of residential buildings should not assist the spread of fire, irrespective of height. SKDC will only use materials in the external walls system that achieve a minimum of Class A2-s3, d2 or better, previously referred to as limited combustibility. Where this is the case SKDC will also

take reasonable steps to confirm that the system is installed and maintained appropriately, including the correct design and insulation of cavity barriers and fire stopping.

- 15.2 Some products in SKDC's residential buildings are likely to achieve Class B-s3, d2 or Class 0. These classifications are not on their own evidence that a system is safe. The combustibility of the material beyond the direct surface of the product may contribute to fire spread of the external walls of buildings and therefore should be included in the assessment as a whole (such as the core materials of metal composite panels or sandwich panels). It may be appropriate, subject to expert advice and supported by test evidence, to retain cladding panels achieving class B-s3, d2 if any filler material within the products and any insulation material achieves Class A2-s3, d2 or better.
- 15.3 Spandrel panels (including window panels, infill panels, etc) are part of the external wall of the building. Therefore, the principles set out in 15.1.& 15.2 on external walls above apply.
- 15.4 Further advice on cladding types can be found in the MHCLG document: "Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings"
- 15.5 The decision regarding removal and replacement of any cladding will be decided based upon the results of the Fire Risk Assessment, an on-site survey if required and the testing results of the cladding should the assessor be unsure of the cladding type. The construction behind the cladding must also be assessed, the fire stopping and cavity barriers. A sample of the cladding should be removed in order to identify whether the fire stopping has been adequately constructed. If the sample shows that there is a deficiency, then more should be removed to assess the extent of the deficiency.
- 15.6 When assessing the safety of the cladding system it may be necessary to remove isolated panels either to reveal the construction build up or for testing purposes. In doing so, care should be taken not to create conditions which may worsen the integrity of the cladding system. This could include exposing insulation or other materials to rain which can affect structural integrity and water tightness, or leaving material exposed which could reduce fire performance and be exposed to wind damage. Where sample panels are removed, they should be replaced immediately with a suitable material which ensures continued compliance with all the applicable Parts of Schedule 1 to the Building Regulations including Approved Document B guidance.
- 15.7 If the cladding on any building fails BS 8414, potential ACM type cladding identified then this must be immediately brought to the attention of the HHTS.
- 15.8 Where it has been determined that the external wall system does not meet an appropriate standard of safety, SKDC will inform Lincolnshire Fire and Rescue Service and put in place appropriate short-term interim measures. Any decision to remove and replace cladding must be carried out in

consultation with the Local Authority planning office to ensure that there is no breach of planning law, and Building Control.

16.0 BALCONIES

- 16.1 External walls of buildings, of any height, should not assist the spread of fire, in accordance with the functional Requirement B4 of Schedule 1 to the Building Regulations. Balconies made with combustible materials are a potential source of rapid fire spread on the external wall of residential buildings. Balconies including combustible materials may not meet an appropriate standard of safety and could pose a risk to the health and safety of residents and other building users.
- 16.2 SKDC through the FRA process will ensure that combustible materials used in the construction of balconies are identified and appropriate action taken to manage the risk, including the removal and replacement of the combustible material(s) as necessary. Consideration should also be given to additional risks such as materials used to prevent heat loss through thermal bridging that may increase fire spread.
- 16.3 The fire risk on balconies can also be increased due to the use of balconies as storage. A significant number of balcony fires start from the unsafe disposal of smoking materials and the misuse of barbeques. Therefore, SKDC will not allow smoking or the storage of flammable materials on balconies. SKDC will provide residents with information on what can and cannot be stored and used on balconies by residents. Where applicable, SKDC will ensure that tenancy conditions are varied to include this requirement in order to provide a means of enforcement. The HOHS will be the responsible person for ensuring this is enforced through the management of the tenancy.

17.0 FIRE DOORS

- 17.1 Flat entrance fire doors leading to a shared or communal area are required to provide fire and smoke protection and are part of layered approach to most fire strategies for residential buildings. Therefore, SKDC will only fit fire doors and ironmongery/fixtures and fittings including any glass panels that have been certified as meeting the performance requirement in Building Regulations guidance for fire resistance and smoke control from both sides. Test evidence used will be carefully checked prior to SKDC commencing any installation in order to ensure it is to the same specifications of the door sets being installed.
- 17.2 It is important that all communal fire doors, including the closers, are routinely checked and maintained. SKDC will ensure that these are checked quarterly, at least 4 times per year, with any maintenance required undertaken through SKDC's repairs process and monitored accordingly.

- 17.3 As part of the FRA process, any door sets that do not meet, or are suspected of not meeting the fire or smoke resistance performance in the Local Government Association guide “Fire safety in purpose-built blocks of flats” will be replaced. The FRA process will determine how urgently such doors will be replaced.
- 17.4 Annex A of the MHCLG document “Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings” provides further advice in assessing the risk, and remedies, relating to existing fire doors in residential buildings. The advice was developed by the Expert Panel in conjunction with industry experts. It has been developed to support those who want to replace their fire doors or review their performance, both where test evidence is and is not available.

18.0 LIFTS

- 18.1 SKDC will ensure that any lift required for use by firefighters is inspected every 6 months, including the mechanism that allows them to take control of it.

19.0 DECANTING

- 19.1 The decision to decant residents from blocks due to fire safety concerns will be taken in accordance with SKDC’s Decant Policy, on a scheme by scheme basis due to the differences in property construction, the fire safety measures in place, and the profile of the residents living within the blocks. The decision to decant should be supported by the Head of Housing Technical Services and the Head of Housing Services, and approved by the Director of Housing and Property.

20.0 FIRE SAFETY EVACUATION/STAY PUT SIGNAGE

- 20.1 Each SKDC block will have standard compliant fire safety signage displayed on each floor advising residents what to do in the event of a fire. This will be inspected quarterly.

21.0 COMPONENT RENEWAL

- 21.1 SKDC has fire safety equipment renewal programmes. These programmes are the responsibility of the Improvement Manager and therefore all queries should be directed through the Improvement Team.

22.0 HOARDING AND FIRE SAFETY

- 22.1 Hoarding is defined as collecting or keeping large amounts of various items in the home due to strong urges to save them, or distress experienced when discarding them. Many rooms in the home are so filled with possessions that residents can no longer use the rooms as designed. The home is so overloaded with things that everyday living is compromised.

- 22.2 Hoarding is a mental disorder that can be genetic in nature, triggered by traumatic events, or a symptom of another disorder, such as depression, obsessive compulsive disorder, or dementia. Studies have found that hoarding usually begins in early adolescence and gets worse as people age. It is more common among older adults.
- 22.3 Hoarding can be a fire hazard. Many occupants die in fires in these homes. Often, blocked windows and exits prevent escape from the home. In addition, many people who are hoarding are injured when they trip over things or when materials fall on them.
- 22.4 Responding firefighters can be put at risk due to obstructed exits, falling objects, and excessive fire loading that can lead to collapse. Hoarding makes fighting fires and searching for occupants far more difficult.
- 22.5 Many local fire authorities use the International OCD foundations clutter image rating to consistently identify the level of hoarding in homes.



Diagram 4

- 22.5.1 The images above show the same room with clutter ratings one, four and nine - between one to four is normal; five and nine is cause for concern.
- 22.6 A person who has mental health needs may not always be aware of the dangers to themselves in relation to fire. If a member of staff has any concerns regarding the safety of a person, for example you have noticed that someone stores and hoards considerable amounts of belongings, papers or rubbish, and you think this may lead to a fire risk, you should:
- Contact Lincolnshire Fire and Rescue Service and request that they contact the resident to arrange a home fire safety visit. The visit will give firefighters a chance to work with a person who might have a dangerous amount of clutter in their home and make sure they know what to do if there is a fire and how to escape;
 - Bring the matter to the attention of the HOHS in order to discuss and identify how effective support can be offered. Research has shown that a 'one size fits all' response will not usually work and therefore other agencies may also need to be involved in order to tailor a support service that meets the needs of the occupant.

23.0 FIRE SAFETY ENFORCEMENT

23.1 In the unlikely event that SKDC receives a Fire Safety Enforcement Notice, this should be immediately passed onto the Improvement Manager, with a copy provided to the Assistant Director of Housing and Director of Housing and Property. The Improvement Manager will liaise with the relevant enforcing authority to ensure that the notice is discharged and advise the Director of Housing and Property.

24.0 LEGAL APPLICATION

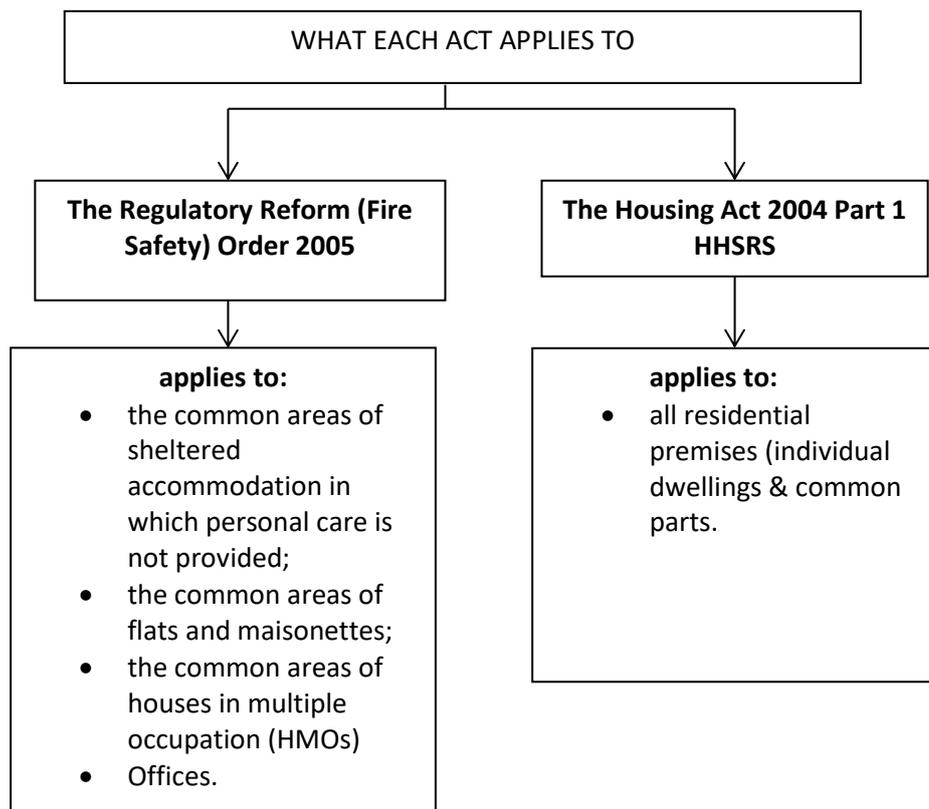


Diagram 5

25.0 FIRE AND RESCUE SERVICE AUDIT

25.1 In the event of either receiving written or verbal communication from Lincolnshire Fire and Rescue Service relating to a proposed site audit, this should be immediately communicated to Improvement Manager so that arrangements can be made for the Project Officer (PO) to attend the site to meet the inspecting officer. This allows the PO to go through the FRA in detail with the Inspecting Officer and to support any site staff during the inspection.

25.2 If following a site audit, it may be the case that a 'Fire Safety Matters' letter is received by SKDC. This will be in the form of either a "educate and inform" or "notification of deficiencies". This is not a formal notice but a letter summarising any minor improvements which were discussed and agreed

during the site audit and must be directed to the Improvement Manager (IM). The IM must forward on a copy of the letter to the HHTS and HOHS so that they are aware that the letter has been received. The IM is responsible for ensuring that all works/actions identified in the letter are completed within the agreed timescales.

26.0 GENERAL PRINCIPLES OF THE FIRE SAFETY MANAGEMENT PLAN

26.1 Each building should have an annual on site or annual desk-based review assessment. The interval between assessments should not exceed one year.

26.2 An onsite assessment must be undertaken:

- (a) when a building is newly acquired by or first comes under the control of SKDC;
 - (b) if the building is four storeys or more;
 - (c) when the building is either a Sheltered Living Scheme, a House in Multiple Occupation or has been categorised as high risk by the Technical Services Team;
 - (d) when a building is converted to dwellings or the number/size/type of dwellings is altered;
 - (e) when a building undergoes a significant change in the mode of use, or the type of resident client group changes;
 - (f) there have been significant works to the building (including planned maintenance) which could potentially compromise the fire precautions;
 - (g) there is any evidence of anti-social behaviour that could pose a fire safety risk;
 - (h) Where there is a change to building or Fire Regulations which impact on the building's category, risk, or status;
 - (i) the previous assessment was a desk-based review.
- (i) A desk-based review means an assessment considering the previous on-site assessment, repairs history, planned/cyclical history and liaison with the relevant housing management team.
- (ii) The time scale for the assessment types depend on the level of risk associated with the building. The timings that should be adopted are set out in Section 7. These should be followed unless circumstances at an individual building warrant a change.
- (iii) The assessment is of the fire risk in the common parts of a building. Whilst the RRFSO 2005 only requires an assessment of the common parts to be undertaken, SKDC will where practical, endeavour to undertake an internal inspection of a sample of individual flats. This is to ensure that the assessor also considers matters such as the type and condition of fire doors between the dwelling and common parts, the presence or absence of automatic fire detection in the dwelling itself, any internal layout or condition matters which

could increase fire risk, etc. Guidance on the meaning of 'sample' is given below.

- (iv) A standard assessment does not involve invasive or destructive inspection testing for example breaking open ducts. Such inspection or testing may prove to be necessary on some occasions, but these are likely to be unusual and will always be subject to special approval (not least because of the possible risk of disturbing harmful materials such as asbestos). However, assessors should look at all relevant parts of the building that are readily accessible and visible. For example, this would reasonably include head and shoulders inspection of roof voids from a step ladder to look at fire separation, opening service cupboards on landings, etc. Clearly assessors should not put themselves at risk whilst doing this.
- (v) A fire risk assessment is an action undertaken and recorded formally on an annual basis at a given point in time. There is only provision on the risk assessment form for updating action taken in respect of remedial work identified at the time of the assessment. No other updating, including other work identified throughout the year, should be added to the form during the period the assessment is applicable.
- (vi) Properties built post 1991 Building Regulations (effective date 1 June 1992) should not require further fire precaution work unless there is a change of use, for example the building becomes used as a house in multiple occupation. However following Grenfell, it is SKDC policy that fire risk assessments must still be carried out to ensure that fire precaution works have not been compromised by later building work, vandalism, etc and that the premises are still being occupied in the manner intended when built or converted.
- (vii) The most recent Housing Service inspection report available must be considered before undertaking an assessment and the relevant Housing Officer invited to comment (for example about any anti-social behaviour) before undertaking an assessment.
- (viii) If an assessment is being undertaken at a Sheltered Living Scheme, the Housing Officer, or relevant person responsible for the management of that scheme, must be present when the assessment is being undertaken.

26.3 There is no hard and fast rule to say what a representative sample is (for example a simple 10%) and an assessor will have to exercise judgement and common sense. For example, in a three-storey block of six flats, access to just one dwelling would probably be enough unless there were obvious property condition or management issues. In a block or Sheltered Living scheme with say 40 dwellings, 3 or 4 internal inspections in different parts of the building would probably be enough assuming again no obvious condition or management issues. However, if there were several different property types in the block, or it was clear that a number were in poor condition, then this number may have to increase for a realistic cross section of the dwellings to be considered. If during an on-site assessment it becomes apparent that there are significant problems which could have a bearing on fire safety in one or more flats, then attempts should be made to contact the relevant residents to carry out internal inspections in all flats potentially affected.

27.0 STAY PUT OR EVACUATION

27.1 General Information

- (i) SKDC will not implement a general stay put blanket policy. Stay put will only be adopted should the property meet the required standards contained within the on-site FRA. The FRA will need to consider a number of factors, including (but not necessarily limited to) the following:
- fire and rescue service attendance time;
 - general fire precautions in the building;
 - height of the building;
 - provision of sprinklers or other automatic fire suppression systems;
 - the number of flats;
 - the ability of residents to evacuate the building without assistance;
 - the type of cladding system (i.e. Category 2 or 3 and type of insulation);
 - the extent of the cladding system;
 - the number of means of escape stairways;
 - the proximity of the cladding system to windows or vents within common parts, particularly the stairway(s);
 - risk of external ignition of the cladding system (e.g. considering the height at which the cladding starts, proximity of cars etc. to the cladding);
 - risk of internal ignition of the cladding system (e.g. from fires inside the building via unprotected window reveals and the proximity of ignition sources such as domestic appliances);
 - the collective effect of the fire safety measures considered holistically, as opposed to each measure in isolation.
- (ii) It is also vital and therefore the consideration of a Stay Put Policy on any scheme is considered in close consultation with Lincolnshire Fire and Rescue Service. A scheme will be excluded from stay put and a simultaneous evacuation policy adopted, should the Lincolnshire Fire and Rescue Service advise against stay put. If Lincolnshire Fire and Rescue Service are unwilling to provide advice on the best method to adopt, then stay put will be adopted if the property meets the required standards from the on-site FRA procedure.
- (iii) Where a Stay Put Policy has been adopted reasonable steps should be taken (this may include an explanation at sign up, a notice on the back of all domestic unit doors, signs in the entrance foyer etc.) to ensure that residents, visitors and workmen are aware that there is a stay put policy in place, and what to do in the event of a fire.
- (iv) Should works be required to meet the stay put requirements, these must be completed and inspected prior to stay put being implemented. In the absence of an assessment, or works are required or are in progress, a simultaneous evacuation policy must be adopted in the meantime. If the decision is to temporarily change a stay put strategy to one of simultaneous

evacuation, then Lincolnshire Fire and Rescue Service must be informed so they can update their operational procedures.

- (v) Where simultaneous evacuation is adopted, it will need to be managed, should an evacuation be necessary in the event of a fire. This is likely to require the presence of a “waking watch” on a 24/7 basis. “Waking watch” is a system whereby suitably trained persons continually patrol all floors and the exterior perimeter of the building. The aim of a “waking watch” is to ensure there is sufficient warning in the event of fire to support the evacuation strategy. Even where a ‘stay put’ policy is to continue, a “waking watch” might still be appropriate. A simultaneous evacuation policy is also likely to necessitate some form of fire alarm system to alert residents of the need to evacuate, unless there are sufficient staff in the “waking watch” to detect fire and initiate an evacuation at an early stage of a fire in the building. Simultaneous evacuation guidance has been produced by the National Fire Chiefs Council (NFCC) to assist building owners/responsible persons who need to adopt a temporary simultaneous evacuation strategy. This is available on the NFCC website. In the case of the most serious risk, consideration must be given to moving some or all residents out of the block until satisfactory remedial work has been done. Consideration needs to be given to whether a decanting of residents should apply to the whole block or only to residents of the uppermost floors. Partial decanting will require careful management of access. Please see section 19 for further guidance on decanting.
- (vi) A “waking watch” requires suitably trained persons to undertake patrols, and therefore an external fire watch security service should be used. The use of such a service must be approved by the Director of Housing & Property (DHP), or by either the HHTS or HOHS if the DHP is not available. An example of such a service can be found at:

www.churchillsecurity.co.uk/services/fire-watch-services/

27.2 Purpose Built Flats

- (i) A ‘stay put’ policy can be adopted subject to meeting the required standards contained within the on-site FRA.

27.3 Converted Flats

- (i) As a rule, simultaneous evacuation should be adopted for converted flats. However, a stay put policy can be adopted if the building has been converted in accordance with the 1991 building regulations, or thereafter, and the property meets the required standards from the on-site FRA. There is generally a ‘stay put’ policy in Sheltered Living schemes but such schemes are in a category of their own.

27.4 Sheltered Living Schemes

- (i) Stay put can only be adopted if the property meets the required standards from the on-site FRA. It is also vital that consideration of a stay put policy on any sheltered scheme is considered in close consultation with Lincolnshire Fire and Rescue Service.

28.0 SHELTERED HOUSING FIRE DRILLS

28.1 In sheltered housing a fire drill is not necessary or practical. However, SKDC will undertake “scenario planning” through a pre-planned desk top training exercise at least once every 12 months. This needs to be very carefully planned and will not involve the evacuation of elderly people occupying their flats. It is therefore appropriate that only staff, and if necessary, the fire service personnel participate in such training events. These can be planned through specialist fire consultants, or in conjunction with Lincolnshire Fire and Rescue Service.

28.2 The scenario planning must include:

- the requirement that residents are invited to the desk top training exercise to check their understanding of what to do in the event of a fire. This will also allow us the opportunity to provide general advice on fire safety in their own home;
- details on how fire safety equipment might be checked and perform during any drills. This includes fire doors closing as required, lights functioning, alarms sounding, and which can be heard or seen through lighting arrangements by residents when activated in the fire drill process.

29.0 GRADES REQUIRED, TESTING AND SERVICING INTERVALS FOR INSTALLED FIRE EQUIPMENT

Fire Equipment	Testing Requirement	British Standard
Emergency Lighting	Monthly Function test	BS5266-8
	Annual discharge test	
Fire Extinguishing appliances	Inspected and maintained annually	BS5306-3
Fire Detection and Alarm systems (Communal Systems)	Weekly function Test operating a manual call point	BS5839-1
	Periodic servicing 6 Monthly	
Fire Detection and Alarm systems (Domestic Systems)	Tenants responsibility however should form part of any checks carried out by contractors whilst onsite such as gas servicing which is completed annually or responsive repairs contractors as a value added service * Note the guidelines do not state the grade of system in relation to frequency of testing	BS5839-6
Sprinkler System	TBC , minimum requirement annual service	BS EN 12845
Fire Mains	6 Monthly	BS 9990
Manually Operated Smoke Vents	Annual Check	
Automatic Smoke Vents	Annual Check	BS 9999
	18 m and above following additional advise note	
	Weekly function test	
	Annual Check	BS 9999
Fire Blanket	Annual Check	BS6575-1985
Dry / Wet Risers	6 monthly check of vales on dry risers	BS9990
	Annual wet pressure test	
Fire Extinguishers	Annual check	BS5306-3
	Full Service and breakdown every 6 years	

29.1 The testing and servicing intervals of fire detection systems is dependent on the grading of the system. Details of the grades, testing and service intervals can be found within section 81 of the LGA Fire Safety in purpose-built blocks of flats and/or BS5839-6.

29.2 Where fire blankets are provided, these should be inspected periodically to ensure that they are in place and available for use. Fire blankets are to be provided in communal kitchens, where cooking appliances are present. Fire blankets should comply with BS 6575 or equivalent, be of 'light duty' type

which are capable of dealing with small fires such as cooking fires or fires involving clothing, and be mounted on the wall approximately 1.5m high and closer to the room exit than the cooking facility. A simple guide to the use of the fire blanket must be on the main cover of the blanket. If this is not present, then this must be replaced with one that does.

- 29.3 Fire extinguishers must be tested and maintained by a specialist contractor on an annual basis in accordance with BS 5306-3 and with the manufacturer's instructions.
- 29.4 The frequency of testing artificial lighting is dependent on the location of the lighting and the complexity of the escape route. Detailed guidance can be found within Section 81 of the LGA Fire Safety in purpose-built blocks of flats.
- 29.5 The maintenance of fire suppression systems is prescriptive and detailed guidance can be found within Section 81 of the LGA Fire Safety in purpose-built blocks of flats.
- 29.6 Gas installations must be serviced and maintained in accordance with the Gas Safety Regulations 1998.
- 29.7 Communal electrical installations should be maintained by a competent person who is National Inspection Council for Electrical Installation Contracting (NICEIC) approved, and be inspected every five years for all types of premises (it is a legal requirement for HMO's under the Management of Houses in Multiple Occupation Regulations 2006).

30.0 PORTABLE FIRE FIGHTING EQUIPMENT

- 30.1 In order to provide a facility for assisting escape, a simple multi-purpose foam combined with CO2 extinguisher should be placed within risk rooms or on each floor if in the common parts of an HMO. Residents do not require training in their use. The installation of extinguishers in the common parts (excluding risk rooms) of buildings that contain flats can lead to problems if they are not maintained or where equipment is accidentally discharged. Therefore, this requirement can be dispensed with should this be agreed with Lincolnshire Fire and Rescue Service (LFRS) and confirmed in writing. Any request for removal should be submitted to the Improvement Manager, who will liaise with the LFRS.
- 30.2 Where fire extinguishers are installed and where site-based staff are present (including mobile staff who are site based across a number of sites) the **relevant Housing Manager, or the SKDC member of staff in charge of that service**, must ensure that they all undertake compulsory training in their use, including ensuring that training records are signed off.

31.0 RESIDENTS WITH SIGHT, HEARING OR MOBILITY ISSUES

- 31.1 Where staff are aware of residents with sight, hearing or mobility issues, then the leaflet located on SKDC's website entitled "**Fire Safety Leaflet for People with Sight, Hearing or Mobility Difficulties**" must be given to the resident and the resident actively encouraged to register with LFRS.

31.2 Staff should also consider any reasonable requests for additional equipment such as strobe light alarms or vibrating pad alarms. The provision of such equipment should be identified in line with SKDC's Aids and Adaptations policy and funded through the Aids and Adaptations budget.

32.0 INFORMATION FOR THE LOCAL FIRE SERVICE - PREMISES INFORMATION BOXES (PIB)

32.1 PIB's will be installed in all SKDC's sheltered schemes next to the fire panel. This is to enable LFRS to access key information when attending the scheme to deal with a fire response matter. Any information provided to LFRS must be in accordance with SKDC's GDPR policy. PIBs must be fitted with a suited lock to enable ease of access by the LFRS. PIBs can be obtained from Gerda Security at:

www.gerdasecurity.co.uk/productsandservices/premises-information-box/standard-pib.aspx

32.2 The list of contents has been agreed with LFRS and each box will contain:

- Floor plan of building, including relevant service isolation points;
- Fire safety manual (information sheet which contains description of the building, construction and layout, information on occupancy, evacuation strategy and escalation procedure with contact details)
- Vulnerable resident information;
- Details of fire safety system including information for Briggs and Forrester, our partner response engineers for the emergency lighting and alarm systems;
- Asbestos information.

33.0 STAFF TRAINING

33.1 All staff are expected to have completed the Fire Safety e-learning module IT training records signed off by the staff members direct line manager, with refresher training at no less than two year intervals.

33.2 Where further fire safety coaching is required as part of a role, such as Sheltered housing staff, SKDC will ensure that Sheltered Housing Team Leaders have received suitable coaching delivered by competent persons on general fire safety in relation to those roles, so that further training relevant to the post can be cascaded to staff following their induction and staff training records updated to reflect this. The HOHS will ensure to this is included within housing management staff training plans.

33.3 As part of the FRA, this will identify where applicable any training undertaken and or needs for the persons on site. This will then be assigned by way of an action to the relevant SKDC manager.

33.4 The fire safety competency requirements for the responsible persons roles and any staff engaged in fire safety, are to be contained within the overall key competency requirements for that job role. In relation to fire safety this will be

based on a combination of training, skills, experience, knowledge and behaviours that a person has and their ability to apply them to perform a task safely and effectively.

34.0 ENFORCEMENT ACTION

34.1 A notice can be served on SKDC by either:

- the Environmental Health department (EHD) through:
 - Improvement notice (section 11 or 12). This requires the responsible person to carry out works to remove a category one hazard. The EHD has a duty to do so under section 5 of the 2004 Housing Act;
 - Prohibition notice (section 20 or 21). This prohibits the use of part or all the premises for various specified purposes;
 - Hazard awareness notice (section 28 or 29). This is purely advisory action notifying the responsible person of the need for improvements.

- Lincolnshire fire and rescue service (LFRS) through:
 - Alteration notice (article 20 of the FSO). This is served where premises pose a high risk, or have potential to become high risk, should alterations be made or change of use occur. This requires the responsible person to notify the LFRS before making any such changes;
 - Enforcement notice (article 30 of the FSO). This is served where LFRS is of the opinion that the responsible person has failed to comply with any provision of the FSO or is dissatisfied with the risk assessment or action taken under it. The notice will specify the steps required to remedy the failure;
 - Prohibition notice (article 31 of the FSO). This is served where the LFRS is of the opinion that the use of premises involves, or will involve, a risk to relevant persons so serious that the use of the premises ought to be prohibited or restricted. This notice power is unique in that it can be applied to any or all parts of the premises including individual accommodation, whereas all other powers under the FSO apply only to the common parts.

34.2 Failure to comply with any duty imposed by the FSO, or the requirements of the three types of above notice, is a criminal offence under article 32 of the FSO and as such the penalty on summary conviction is the maximum that is allowed, presently an unlimited fine. If the matter is taken on indictment it could lead to an unlimited fine, two years imprisonment, or both. However, there is a right of appeal through the magistrate's court against any notice.