INFORMATION

Policy	**Fire Safety Policy**
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Version	Date	Changes
1	12.11.2019	First Issue
2	16.07.2024	Amended to reflect changes in British Standards and compliance with specialist housing guide

Relevant National Standards or Regulation	• Regulatory Reform (fire safety standards) Order 2005 • Building Safety Act 2022 • See Section 3.0 of this policy

1.0 Purpose of the Policy

This policy details Preferred Homes Limited (PHL) commitment to managing the risks associated with fire in its properties and support sufficient Fire Risk Assessments (FRAs) and subsequent fire risk remedial actions. This policy aims to demonstrate that PHL has measures in place to identify, manage, and mitigate risks associated with Fire.

Customers who live within Extra Care Housing may have mobility needs, care needs, mental health needs, sensory needs which can present as vulnerabilities, this policy supports effective risk management to support fire safety. PHL will work closely with housing management providers and care providers to ensure that a person-centered approach is adopted to support individual circumstances in relation to fire evacuation. By the very definition of specialised housing, those living in specialised housing represent those most vulnerable to injury or death if a fire occurs in their accommodation.

It will also demonstrate that PHL is fulfilling its duties under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), Fire Safety Act 2021 and other relevant codes of practice and good practice guidance. PHL will work in partnership with local fire authorities, local authorities, housing management agencies in complying with any orders issued.

2. 0 Scope of the Policy

This policy relates to all PHL extra care properties to support the Fire Safety Act 2021 and The Regulatory Reform Order 2005 (RRFSO). Our properties are classed as Specialised Housing under the Specialist Housing Guide which has been created by the National Fire Chiefs Council (NFCC).

Where properties are managed by third parties (e.g. Housing Management Provider) the management of the Fire Safety will fall under the scope of this policy as detailed in the terms of the management agreement and the matrix of responsibilities which is included in this policy.

3.0 Statutory and Legal Framework

Building Safety Act 2022
The Fire Safety Act 2021 The Regulatory Reform (Fire Safety) Order 2005 (“The RRO 2005”)
The Health and Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999
Fire Safety Risk Assessment HM Government Guidance ‘Offices & Shops’ (June 2006).
Housing Act 2004
Building Regulations 2010 Approved Document B (Fire safety)
Landlord and Tenant Act 1985
Commonhold and Leasehold Reform Act 2002
Leasehold Reform, Housing and Urban Development Act 1993
The Secure Tenants of Local Authorities (Compensation for Improvements) Regulations 1994
Fire Safety (England) Regulations 2022Building Safety Act 2022
Housing Health and Safety Rating System Regulations 2005
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
Furniture and Furnishings (Fire Safety) Regulations 1988
Smoke Detectors Act 1991

Associated Policies

Mobility Scooter and Electric Wheelchair Policy
Hoarding
Safeguarding Policy
Health and Safety Policy
Allocations
Anti-social behaviour and Hate Crime Policy

4.0 Definitions

Term	Definition
Regulatory Reform (Fire Safety) Order 2005 (RRFSO)	A statutory instrument applicable in England and Wales. The Order places the responsibility on individuals within an organisation to carry out risk assessments to identify, manage and reduce the risk of fire.
Fire Safety Act 2021	Arose out of the 2017 Grenfell Tower fire and relates to fire safety in buildings in England and Wales with two or more domestic residences and is designed to supplement the RRFSO
Responsible Person	A person (or organisation) that has control of a building, or a degree of control. In reference to fire, they are who is responsible for ensuring measures are in place to identify, manage, and mitigate risks associated with fire.
Relevant Person	Any person lawfully on the premises and any person in the immediate vicinity who may be at risk from a fire in the premises (but not fire fighters carrying out operational duties).
Person Centred Fire Risk Assessment (PCFRA)	It is a tool to help identify and manage risks for people with reduced or increased fire safety needs.
Person Evacuation Escape Plan (PEEP)	Guidance to describe the measures to take to ensure those who need it can get assistance to evacuate in the event of fire or emergency.
Fire Risk Assessment (FRA)	A building assessment that identifies any fire hazards, evaluates the risk of those hazards, and recommends action that should be taken to remove, reduce or manage the risk
Specialised Housing	Specialised housing is a broad term, and recognised housing typology, such as that in BS 99913, includes various names, including Sheltered Housing, Extra Care Housing, Supported Housing
National Fire Chief Council (NFCC)	NFCC is an independent membership association and the professional voice of UK fire and rescue services.
Stay Put Strategy	A strategy based on the principle that only the residents of the flat of fire origin need to evacuate initially, while other residents may remain in their own flats. This is the normal strategy in sheltered and extra care housing, but not generally other forms of supported housing.

3. Policy Detail

PHL will minimise the risks associated with fire in its properties in line with its duties as a landlord and property owner.

We will:

- Take general precautions, including carrying out planned programmes of work in all properties to install mains wired fire alarm systems over a reasonable period.
- Comply with the requirements of the Fire Safety Order 2005.
- We will engage with the Fire and Rescue Service in each locality in respect of fire safety improvements; and we will review fire prevention methods with The Fire and Rescue Service Registered Providers to ensure the sharing of best practice, partnership working and raising standards is considered and reflected in our approach.
- Carrying out fire risk assessments of all accommodation as well as communal areas and removing or reducing any risks as far as possible, including ensuring that any flammable or explosive materials are appropriately stored in all our properties.
- Work with all building users in the preparation of property specific evacuation plans for properties, considering the needs of residents including any residents with disabilities.
- We will nominate responsible people to manage and carry out fire safety obligations on behalf of the landlord as detailed in the management agreement. In addition, PHL will implement a range of actions through formal internal procedures & processes and the use of third parties to ensure the management of fire and building safety across our property portfolio is fully compliant.
- PHL will ensure full compliance with the Building Safety Act 2021 and buildings are managed effectively.
- We will keep a register of all completed fire risk assessments, with date of last assessment and next due date.
- We will ensure that all fire escape doors and equipment are inspected in line with statutory guidance and legislation.
- With regards to occupied high-risk buildings (i.e. a building at least 18 metres in height or has a least 7 storeys and contains at least 7 residential units) as defined in the Building Safety Act 2022 (BSA) we will ensure that we comply with our duties (where applicable) as the Principal Account Person and/or Accountable Person as set out in the BSA and any subsequent legislation or regulations.

Any contractors and subcontractors working on behalf of PHL will be appropriately qualified for the work they are carrying out and will be required to meet the PHL health and safety standards.

PHL will make known the importance of fire safety to all tenants but in the main the responsibility for safety in individual properties falls on the individual rather than on PHL. It may be necessary on occasion to carry out emergency works to ensure fire safety, for example in response to a notice service by a Local Housing or Fire Authority.

4. Responsible Person

Where PHL is the Responsible Person for a property, as defined in the Regulatory Reform (Fire Safety) Order 2005, PHL will nominate (via a Management Agreement) an appropriately experienced external managing agent to manage the property and discharge the duties of the Responsible Person, including but not limited to the provision of a suitable and sufficient fire risk assessment.

The Responsible Person, either on their own or with any other responsible person, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.

Responsible Persons are those defined as owing a duty to the tenants of the premises and not necessarily the owner. PHL may delegate responsibility to a nominated staff member, individual or support provider to fulfil these duties.

All PHL staff members with responsibilities for aspects of fire safety in any properties will receive full training to equip them to fulfil their role.

5. Building Regulations and British Standards

All properties built by PHL or undergoing substantial refurbishment will fully comply with all relevant Building Regulations including:

- Means of warning and escape
- Internal fire spread (both linings and structure)
- External fire spread
- Access and facilities for the Fire and Rescue Service

The requirements of BS 9991 or Approved Document B Fire safety in the design, management and use of buildings, and BS EN 13501 Fire classification of construction products and building elements are considered good practice. The main contractor will be responsible for passing all the documentation over with the approvals /certification of all the installed systems

All fire detection, alarm and protection equipment will fully comply with all relevant British Standards. Products will be sourced from companies registered under the appropriate scheme number with the British Approvals for Fire Equipment (BAFE).

In line with the requirements of the British Standards and the Fire Safety Order, regular tests will be carried out on all fire protection equipment. The responsibility and frequency of tests will be dictated by the Fire Risk Assessment, the installer or manufacturer recommendations.

In general, the following are guidelines:

- Tests on fire alarm systems in properties and communal areas to be carried out weekly and quarterly
- Tests on emergency lighting systems in properties and communal areas to be carried out monthly and annually.
- Tests on fire extinguishers, carried out annually by the relevant persons/organisation i.e. support provider.

7. Fire Evacuation Strategy

As part of the FRA the risk assessor will review and confirm the appropriate fire evacuation strategy for the building, which in most cases will either be Stay Put, Full/Simultaneous Evacuation or Progressive Horizontal Evacuation.

PHL will ensure that:

- Within each building a Fire Action Notice is displayed which details to residents what to do in the event of fire, should one occur in either their property or within the communal area.
- Every resident has been informed of the evacuation strategy for their building and had the opportunity to make PHL aware should they not understand the strategy or feel they would be unable to follow the guidance should a fire occur.
- All new residents are informed of the evacuation strategy upon start of tenancy.
- All residents are appropriately informed should there be a permanent or temporary change to the evacuation strategy.

8. Fire Outbreaks and Evacuation

PHL will inform customers of the fire evacuation procedure, any third party that is employed by PHL to perform housing management responsibilities will communicate with customers about the evacuation procedure.

We will implement a specific action plan for each location in the event of a fire outbreak at any premises owned or managed by PHL.

PHL will provide training for all colleagues on evacuation procedures and their responsibility in the case of a fire outbreak. This includes the need to adhere to the internal Critical Incident Reporting and Escalation Procedure and external RIDDOR requirements, in the case of a fire outbreak.

8. Risk Assessment

8.1 Fire Risk Assessment (FRA)

Each building where PHL has a duty under the Regulatory Reform Fire Safety Order (RRFSO) will routinely have a Type 3 FRA carried out. This goes beyond the minimum legislative requirements. It will include an assessment of the common areas of the building but also a 'sample' of 10% of flats per FRA (or a minimum of 1 for small blocks) wherever possible, this will include the fire door, fire detection and venting arrangements within the flats.

In the event of a Type 3 FRA indicating that there could be fire compartmentation defects within the communal area and/or flats then PHL will investigate further which may include a degree of destructive inspection and/or a Type 4 FRA. The RRFSO states that FRAs must be reviewed regularly to ensure they remain up to date.
In addition to the regular review an FRA will also be reviewed in the following circumstances:

- Re-categorisation of the scheme/property
- Agreed revisions to fire risk methodology
- A significant change to the property, including its structure or any special, technical, and organisational measures
- A near miss or fire within the property, giving reason to suspect that the FRA is no longer valid
- Change of use of the property.

8.2 Contractors Responsibilities

PHL must be able to satisfy themselves that all those contractors involved in undertaking FRA's are competent to do so. To ensure competency, all contractors involved in undertaking FRA's should:

- Be appointed in line with the Competency Council guidance issued in 2014.
- Be BAFE SP205 and Fire Risk Management accredited.
- Have individual assessors who have attained individual 3rd party accreditation (i.e., Institution of Fire Engineers, Institute of Fire Safety Managers, or Fire Protection Association) to demonstrate individual competence and that also have experience in the completion of FRAs in social housing environments.

There should also be processes in place to ensure the competency of the contractors carrying out fire risk remedial actions. The competency requirements will depend on the type of work being carried out, however as an example works relating to compartmentation and fire stopping should only be completed by competent third-party accredited contractors, e.g., FIRAS or BM Trada accredited contractors.

8.2 Person Centred Fire Risk Assessment (PCFRA)

The most significant influences on fire risk in specialised housing are advanced age, physical disability, cognitive difficulties and mental health problems, not the type of dwelling in which people live. Age is a particularly significant factor; people over 80 years of age are at especially high risk.

A person-centred approach that recognises the needs of vulnerable residents is likely to be necessary in cases where mobility and other issues make escape by an individual resident problematic.

A person-centred fire risk assessment needs to take account of the lifestyle of residents, their mental capacity to make decisions, the likelihood they will make wise decisions, and their physical agility. Potential for careless use of smokers' materials, such as cigarettes, lighters and matches, forgetfulness, or lack of awareness, while cooking, and drug or alcohol abuse can all result in an increase in the likelihood of fire.

8.3 Review of PCFRA

As in the case of any risk assessment, the person-centred fire risk assessment needs to be reviewed regularly to consider changes in the capabilities of residents, which may deteriorate or vary over time. Changes in risk may necessitate changes to the fire safety measures provided. People should be involved in these reviews and consent to any new measures, and to any new restrictions on their liberty.

8.4. Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan (PEEP) will be carried out for customers with a disability, mobility issues or physical and mental wellbeing needs who live in a PHL extra care scheme. If a third party is responsible for the housing management duties at the scheme; the housing management provider will complete a PEEP in conjunction with the individuals care provider.

Each PEEP will be tailored to the needs of the individual customer considering their ability to evacuate unaided, and their capacity to understand their responsibility in the event of an evacuation. It will be reviewed by on site staff and held centrally and made available to the Fire Service in the event of an evacuation and reviewed on an annual basis or change of need/ resident leaving the property.

8.5 Review of PEEP

All PEEP that has been completed for individuals will require regular reviews to consider any changes in needs of customers which will effect safe evacuation.

8.6 Fire Hazards

Each FRA will assess for fire hazards, evaluate the risk of those hazards, and advise on action that should be taken to remove, reduce or manage the risk, to ensure the safety of relevant persons and property. Each hazard identified will be categorised by the risk assessors.

8.6.1 **Housing Health and Safety Rating System (HHSRS)**

The Housing Act 2004 brought in a new system of regulation for fire safety in existing residential premises by way of the Housing Health and Safety Rating System (HHSRS). The HHSRS is the principal tool for assessing fire safety risk and regulating standards in all types and tenures of residential accommodation and covers all PHL properties. Twenty-nine categories of potential hazard are considered one of which is fire.

PHL will carry out a programme of HHSRS assessments on all properties it owns and manages as part of stock condition surveys.

Any severe hazards identified which result in a failure of the assessment (Severe Hazards Bands A and B), including those around fire safety will be referred for immediate action. These hazards are determined according to the likelihood of a fire starting, and the severity of the outcome if it occurs.

Usually required works will be carried out under responsive repairs but it may be appropriate for them to form part of an imminent planned programme where several properties are affected. Sometimes the problem may not be solved by repair work in which case alternative solutions such as a managed move will be considered.

Hazards identified as Moderate hazards (Bands C and D) will be re-inspected during the next round of inspections, normally 5 years after the original survey. Any fire hazards identified may be notified to the Local Fire Authority.

9. Matrix of Responsibility

The matrix of responsibilities for fire safety management will clearly identify the agreed responsibility for every key aspect of fire safety management. The matrix will form part of the record of fire safety arrangements required by Article 11 of the Fire Safety Order. When a fire risk assessment is carried out, the fire risk assessor should take account of this matrix and verify that the agreed arrangements are still in place and working effectively.

The matrix will also assist each duty holder in compliance with Article 22 of the Fire Safety Order, which requires that, where two or more duty holders exist for any premises, each duty holder must co-operate with other duty holders to co-ordinate the measures required for compliance with the Fire Safety Order. Within this document there is a copy of the Matrix of Responsibility (Appendix A).

9.1 **Tenant Responsibilities**

The actions of tenants may affect the fire safety of a building, as stated within the specialist housing guide for fire safety customers within Extra Care Housing can be deemed as vulnerable.

To minimise the effect on the rest of a building of a tenant's behaviour, all doors of individual properties which open into internal communal areas will be fire doors designed to prevent the escape of fire for at least 30 minutes (in some areas a 1hr specification may be used depending on the recommendations made within the Fire Risk Assessment). Tenants should not change these doors without consulting with their landlord and in all cases replacement doors must comply with these requirements.

Some tenants will have stored oxygen in their properties for medical reasons. As oxygen aids combustion, sources of heat or open flames in the vicinity should be minimised. Where a tenant has not already done so, PHL will notify the relevant Fire Authority of the presence of stored oxygen in the property. Where appropriate stickers or signs posting a warning against smoking or other high-risk activities in the area can be used.

Tenants' goods left in communal areas can be a source of ignition or combustible material as well as potentially blocking escape routes. For this reason, all tenancy agreements include a clause prohibiting the storage of goods in communal areas and regular inspections carried out by PHL staff on tenant support visits will monitor compliance.

Bicycles, motorbikes and mobility scooters can present a hazard by blocking important access and escape routes. The storage of bicycles, motorbikes and other tenant's goods will not be permitted in communal areas except in designated storage areas.

Where tenants are storing goods in communal areas, PHL will contact them to request removal. To deal with a general problem a range of approaches will be considered including putting up signs or carrying out a mailshot to all tenants. Where tenants persistently store goods in communal areas it may be necessary to serve notices to remove the goods under the Torts (Interference of Goods) Act 1977 or to act as a breach of tenancy.

11. Enforcement

The Local Fire Authority can issue three types of notices to ensure PHL are complying with the requirements of the Order:

- Enforcement Notice identifying action to be taken
- Alterations Notice identifying action required following a change of use or significant alterations
- Prohibition Notice prohibiting or restricting the use of a premise.

These Notices can be applied across the PHL portfolio within the Local Fire Authority area based on one premise assessment. Failure to comply can result in a fine in the Magistrates Court or an unlimited fine and imprisonment if the matter is referred to Crown Court.

PHL will comply with all notices served by the Local Fire Authority and refer works for immediate action under responsive repairs, or to form part of an imminent planned programme. PHL will have a nominated person to deal with such notices.

12. Customer Involvement

PHL recognises the importance of working in partnership with its customers to develop and continuously improve the services and raise standards. PHL will communicate effectively with customers and other building users to promote building and fire safety including the provision of general safety advice to minimise the risk of fire at home.

We will listen to customers and make reasonable adjustments to meet individual needs and preferences about the management of building and fire safety and meeting specific access requirements. Customers can request a reasonable adjustment at any point during the service delivery process.

We will ensure that customers are fully aware of their responsibilities under the terms of their Tenancy Agreement or Lease, and we will provide current fire safety advice on our website.

We will provide information in a range of formats and signage, about fire safety, prevention and protection measures, to residents and other building users within our Extra Care Schemes.

13. Equality Diversity and Inclusion

PHL recognises that customers, staff and contractors of all races, ages, religions, gender, sexual orientation, literacy levels and disability should be treated equally and fairly. We will make every reasonable effort to ensure that no-one is discriminated against directly or indirectly based on any protected characteristic as defined by the Equality Act 2010.

We recognise that some protected groups may be disproportionately impacted and will take additional steps in the application of this policy and make reasonable adjustments to ensure compliance with the Act.

14. Learning and Development

Suitable and sufficient Fire Safety awareness training will be maintained for all relevant employees and recorded effectively.

Any third-party including housing management providers, care providers and contractors who are employed in any of PHL schemes will have a duty under the Fire Safety Order to employ qualified trained staff to perform any duties within any PHL schemes.

15. Role and Responsibilities

PHL acknowledges that specifying roles and responsibilities associated with the delivery of this policy is critical to the successful implementation of this policy. They are therefore listed in Appendix B. Due to the on-going emerging regulatory framework to Fire & Building management, appendix B is purposely detailed and will be updated as new guidance is published.

The Matrix of Responsibility (Appendix A) supports the responsibilities of all third parties who are employed to deliver housing management and care services within a PHL scheme.

16. Risk Management

The risks of not following this policy are that PHL will not comply with the requirements of the RRFSO, Fire Safety Act 2021 and other relevant codes of practice and good practice guidance, leading to a potentially detrimental impact on the safety of customers and staff.

This may result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974.
- Prosecution by the Fire and Rescue Service under the RRFSO and/or Fire Safety Act 2021.
- Prosecution by the Local Authority under the Housing Act 2004.
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007.
- A judgement of serious detriment by the Regulator of Social Housing
- Reputational damage.
- Loss of confidence by stakeholders in the organisation.

16. Data Protection and record retention

FRAs may refer to individual flats inspected as part of the FRA but will not record any personal information on the residents. Details will be retained of communication with residents regarding the fire evacuation strategy for their building.

Where subsequent assessments are made of individual residents regarding their ability to evacuate their building, these will be held securely and only be available to access by those that require it.

17. Policy Monitoring & Review

The monitoring of outcomes is essential for PHL to track the impact of its policy on delivering the repair service. Monitoring of the implementation of the policy and procedures will consider:

- Percent of properties that have a valid and up to date FRA and annual review
- Actions highlighted within the FRA are completed within a reasonable timescale
- That PHL is meeting its statutory, regulatory and contractual repair and maintenance obligations through effective performance against service standards and targets set out in the procedures

Monitoring information will be reported to the PHL Board through the performance management arrangements.

15. Review

Monitoring results will be used by PHL to inform future policy reviews in this area.

All reviews will consider whether:

- The current policy adheres to legislative and regulatory requirements, and reflects current good practice
- The aims and objectives of the policy being met
- The current policy outcomes meet the needs and aspirations of the tenant base
- Users are aware and understand the policy believing it to be consistent and fair
- The policy provides enough choice for customers
- The service offers value for money
- Partnership arrangements are working effectively

This policy will be reviewed at least every 3 years or in line with legislative or regulatory changes.

APPENDIX A MATRIX OF RESPONSBILITIES

This matrix of responsibilities for fire safety management will clearly identify the agreed responsibility for every key aspect of fire safety management.

The matrix will form part of the record of fire safety arrangements required by Article 11 of the Fire Safety Order. When a fire risk assessment is carried out, the fire risk assessor should take account of this matrix and verify that the agreed arrangements are still in place and working effectively.

The matrix will also assist each duty holder in compliance with Article 22 of the Fire Safety Order, which requires that, where two or more duty holders exist for any premises, each duty holder must co-operate with other duty holders to co-ordinate the measures required for compliance with the Fire Safety Order.

Responsibility for fire safety in Specialised Housing –

Matrix of Responsibilities

A: Owner

B: Housing Management Provider

C: Care Provider

D: Commissioner of Services

Aspect of Fire Safety Management	Agreed Responsibilities				
	Owner/landlord	Housing Management Provider		Care Provider	Commissioner of Services
Overall responsibility for coordinating fire safety agreements, arrangements and obligations[1]	A				
Building fire risk assessment (Annually)		B			
Care providers fire risk assessment (Annually)				C	
Person-centred fire risk assessment [2]		B		C	
Testing of fire alarm system (weekly)		B			
Maintenance of fire alarm system (2x per year)		B			
Testing of emergency lighting (weekly)		B			
Maintenance of emergency lighting (annually)		B			
Testing of sprinkler system		B			
Maintenance of sprinkler system		B			
Testing of smoke vents		B			
Maintenance of smoke vents		B			
Testing of door release mechanisms (weekly)		B			
Maintenance of door release mechanisms (Annually)		B			
Testing of social alarm system (ARC) (Monthly)		B			
Maintenance of social alarm system (ARC) (Annually)		B			
Routine housekeeping inspections, including checking fire doors, fire		B			

Aspect of Fire Safety Management	Agreed Responsibilities				
	Owner/landlord	Housing Management Provider		Care Provider	Commissioner of Services
exit doors and condition of fire extinguishers, etc. (Weekly)					
Maintenance of fire doors		B			
Maintenance of fire extinguishers		B			
Maintenance of rising mains		B			
Maintenance of lightning protection system		B			
Provision of fire safety information to new residents		B			
Ongoing engagement with residents regarding fire prevention		B		C	
Ongoing engagement with residents to remind them of fire procedures		B		C	
Ensure implementation of procedure for safe evacuation		B			
Maintaining a record of the fire safety arrangements		B		C	
Ensuring that fire procedures are up to date		B		C	
Training of staff		B		C	
Provision of information to outside contractors		B			
Recording false alarms		B		C	
Holding of relevant records retesting maintenance, training, drills, etc.		B			

[1] This is not intended to represent a legal interpretation of responsibility but should reflect the agreement amongst duty holders in place for overseeing fire safety. The fire safety responsibilities of any party are in no way diminished by the existence of a co-ordinating party.

[2]. Person Centred Fire Risk Assessments (PCFRA) should be carried out whenever residents in specialised housing display characteristics of increased likelihood that they may start a fire and should include the potential for the fire to develop, their capability and mental capacity to respond to a warning of fire, and their ability to then escape from the fire.

Owners Duties

We will satisfy our duties as defined by the matrix of responsibilities through:

1. Providing premises that are fit for the provision of extra care housing.
2. Provide the providers with suitable and sufficient information, including copies of our fire risk assessments, to enable them to satisfy their own obligations.
3. Advise other duty holders of any matters raised in fire risk assessments undertaken by which fall under their control with the expectation that such matters would be duly attended to without further involvement of, thus discharging our responsibilities in these matters.

APPENDIX B ROLES AND RESPONSIBILITIES

The Board and Chief Executive and Executive Team

The Board is responsible for the safety of all PHL customers, employees and appointed contractors living or working in properties we own or manage. The Chief Executive is responsible to the Board for ensuring that PHL operates safely and complies with all statutory, legislative and regulatory requirements.

Chief Executive and Executive Team will ensure compliance by:

- Reviewing and approving this Fire Management Policy
- Ensuring adequate resources and competent persons are nominated to oversee and manage preventative works associated with the management of fire safety in PHL premises.
- Ensure adequate financial resources are available to enable effective delivery of this policy and its associated activity through the annual budgeting and approval process.

Property Director

The Property Director will ensure all new build schemes, refurbs and acquired stock, fully comply with regulatory and legislative requirements prior to formal handover or occupancy. This includes the provision of all appropriate documentation/certification at the point of handover. A fully compliant fire risk assessment, pre-occupancy survey and compartmentation certificate to blocks of multi-occupancy must be in place.

The Property Director will ensure that architects designs and specifications take fire safety into account and ensure Fire Strategies, Compartmentation information and drawings and specifications for firefighting equipment and materials are provided to the Building Safety Manager at handover

Employees

All employees have responsibility for their own health and safety and that of others, including members of the public, residents, visitors and Contractors in the event of a fire. All employees must inform PHL of any situations at work that may pose a fire risk. All employees must report hazards that may present a serious risk of fire or compromise the integrity of an area of compartmentation. All employees must complete mandatory health and safety training.

Social Partnership Director

The Social Partnership Director will ensure that the Management Agreement and Service Level Agreement that is in place with any third parties responsible for Housing Management and Care Services within a PHL scheme is in place. The Social Partnership Director will ensure that compliance with this policy and associated legislation is in place to support Fire Safety Measures.

The Social Partnership Director will ensure effective reviews of the Management Agreement are in place to support Fire Safety Measures to meet regulatory compliance.