

# fire management policy statement

May 2019

**believe**  
housing

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## section 1

# policy statement

- 1.1. believe housing undertakes to protect everyone on its premises from the risk of fire and recognises that fire is a significant hazard with far reaching implications. We recognise our legal obligations in relation to fire safety under the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other relevant legislation.
- 1.2. The purpose of this policy is to ensure that we take the necessary precautions to fulfil our legal obligations towards fire safety in relation to relevant premises under 'the Order' and other relevant legislation.
- 1.3. Fire risk assessments will be made available to our customers if requested.

## section 2

# policy aims

- 2.1. As a business responsible for many workplaces, communal areas and other premises 'the Order' imposes on the Responsible Person duties to:
  - take general fire precautions to ensure that everybody is safe in the event of a fire
  - carry out a risk assessment and keep this under review
  - keep certain records
  - make and give effect to fire safety arrangements
  - take measures for fire-fighting and fire detection, including the provision of appropriate equipment at the premises
  - ensure that the premises, any fire safety equipment and emergency routes and exits are properly maintained and kept in working order
  - appoint competent persons to help discharge certain duties
  - co-operate with other people who have fire safety responsibilities and ensure coordination with each other
  - provide information and safety training to employees
  - provide information about fire safety risks to certain people who may be affected and those who are responsible for such people
  - consider the additional risks arising from any dangerous substances at the property and take steps to eliminate or reduce those risks

## section 3

### scope

- 3.1. This policy applies to any building (temporary or permanent) that is owned, occupied or managed by believe housing. It applies to all employees, contractors, agents, tenants or visitors to these buildings and activities that they undertake that may impact upon the fire management of the building.
- 3.2. Exclusion from the scope of the policy includes any live fire incident that occurs in a tenants property that was not as a direct result of any activities or installation undertaken by the organisation.

## section 4

### roles and responsibilities

- 4.1. Chief Executive Officer (CEO) - The CEO will have overall responsibility for the implementation of this policy and will act as the responsible person under the order. The CEO will delegate the management and implementation of this policy to the Compliance Manager through the Director of Assets & Compliance.
- 4.2. Compliance Manager – The Compliance Manager will have responsibility for:
  - Overseeing the management of the Fire Safety Management Procedure, ensuring that the we remain compliant with the Order and other relevant legislation.
  - Ensuring that fire management best practice is followed and that the Fire Safety Management Procedure is regularly reviewed to incorporate this.
  - Liaising with all stakeholders, including County Durham and Darlington Fire Rescue Service (CDDFRS) and other agencies/bodies.

#### 4.3. **Health and Safety Team**

The Health and Safety Team will have responsibility for:

- Overseeing the management of the Fire Safety Management Procedure, ensuring that the we remain compliant with the Order and other relevant legislation.
- Ensuring that fire management best practice is followed and that the Fire Safety Management Procedure is regularly reviewed to incorporate this.
- Liaising with all stakeholders, including County Durham and Darlington Fire Rescue Service (CDDFRS) and other agencies/bodies.

## section 5

# monitoring and review

- 5.1. This policy will be reviewed every three years unless there is a significant fire incident, important change in circumstances or legislation, which would warrant a review being carried out at an earlier date.

## section 6

# links to other policies and procedures

- 6.1. The document should also be read in conjunction with:
- The Health and Safety Policy Statement
  - The Fire Safety Management Procedure - This procedure ensures that the organisation meets its statutory obligations under the Order, other relevant legislation, and incorporates best practice.

