



North London Muslim Housing Association Ltd.

Fire Safety Policy

Overview

NLMHA recognises its duty to comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and guidance. It is the objective of the Association to ensure that the promotion of fire safety is a mutual objective for employees at all levels of the association and that they understand their duty to, so far as is reasonably practicable, identify fire hazards within their workplace, communal areas of properties owned and implement measures to eliminate, reduce or control them.

In particular, the Association will aim to ensure that:

- Adequate resources are available to maintain standards in fire safety;
- Fire risk assessments are carried out in all relevant premises and reviewed as and when necessary;
- Fire related training, instruction, information and supervision is provided to enable employees to perform their duties safely and efficiently;
- Procedures are in place to enable employees to work safely by assessing risks and implementing and monitoring controls;
- All tools, machinery, equipment, installations and systems are maintained in a safe condition;
- Contractors and suppliers are committed to achieving and adhering to relevant fire safety standards;
- Fire related incidents are investigated in a timely manner to identify immediate, root and underlying causes and the measures required to reduce or eliminate the likelihood of recurrence;
- Fire safety performance continually improves.

All employees have a duty to co-operate with the Fire Safety Policy by:

- Adhering to fire safety related training, instruction, information and supervision, including this Policy and the Fire Risk Management Procedure;
- Working safely, taking reasonable care of their workplace;
- Not interfering with, misusing or wilfully damaging anything provided by the association in the interests of fire safety;
- Reporting incidents that have led to, or may lead to a fire.

To ensure the Fire Safety Policy remains effective, the Association will:

- Review it at regular intervals, when significant changes are made to fire safety legislation or guidance or when related policies and procedures are amended;
- Present any changes to the Board of Management for approval as and when required;
- Make any amendments known to employees;
- Communicate and consult employees and contractors by bringing the Policy to their attention through induction and continued training;
- Provide the Policy and related procedures in alternate formats/languages as and when necessary.

Scope

Fire Safety Policy details how NLMHA will manage fire safety in its premises and during work activities in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and guidance. The ultimate aim of the Policy is to preserve life in the event of a fire by:

- Ensuring that tenants, employees, members of the public and contractors are safe as part of a stay put or delayed evacuation strategy or evacuated safely from a building in the event of a fire;
- Enhance the life safety of fire fighters who may need to enter a building during or after the evacuation of occupants.

The protection of property will be dealt with on an individual property basis and, where necessary, appropriate property protection bodies will be consulted.

Accountability and Responsibility

In order to ensure that the objectives of the Fire Safety Policy are fulfilled, the organisational arrangements are as follows:

Board of Management

The Board is responsible for monitoring compliance with the Policy. In order to achieve this, the Board will review this Policy on every three years and analyse annual performance reports to ensure that issues of significant risk are actioned appropriately.

Chief Executive

The Chief Executive is deemed to be the responsible person. He is ultimately responsible for the implementation of this Policy at all levels of the organisation and the provision of adequate human and financial resources to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and guidance.

Head of Departments

Head of departments will ensure that this Policy is implemented within their department. They will also ensure that adequate resources are available to meet the

requirements of fire safety legislation and guidance and that all liability (embracing statutory and business needs) is covered by insurance.

Executive Management Team

Executive Management Team is attended by departmental heads and chaired by the Chief Executive. Meetings take place on a quarterly basis and will review:

- Updates in legislation and related guidance;
- Fire incidents and false alarms, including patterns and trends;
- Contact with enforcing authorities;
- Feedback from the fire risk assessments;
- Feedback from fire investigations;
- Results of fire safety related audits and inspections;
- Fire safety related training delivered;

Fire related objectives.

Further advice from relevant bodies, for example fire risk assessors, insurers, architects and fire safety provision engineers, will be sought as and when necessary.

Fire Officer

Fire Officer is responsible for providing guidance to employees to ensure that the requirements of this Policy are implemented at all levels of the association and will:

- Respond to any reported fire safety related concerns from employees at all levels of the association to ensure appropriate action is taken and that they are monitored and reviewed;
- Develop a fire safety training programme for employees and ensure suitable records are retained;
- Ensure fire safety related incidents are investigated to identify the immediate, root and underlying causes and, where possible, implement measures to prevent recurrence;
- Maintain a current understanding of fire safety legislation, codes of practice and industry standards;
- Ensure that all fire risk assessments are reviewed at regular intervals and distributed to relevant employees;
- Allocate actions identified within fire risk assessments to the relevant employees and identify a timescale for completion;
- Consider recommendations identified within fire risk assessments, allocate related actions to the relevant employees and identify a timescale for completion.

Head of Maintenance

Head of Maintenance is responsible for ensuring that fire safety works assigned to employees/contractors within the Maintenance Team are allocated appropriately,

completed to the relevant standards and within the timescales given and post inspected.

Head of Maintenance is also responsible for the management of fire safety systems, equipment and installations and will ensure that:

- Emergency escape lighting is serviced by a competent and suitably qualified contractor in accordance with the standard to which it conforms and maintained in a safe and operational condition;
- Fire alarm systems are serviced by a competent and suitably qualified contractor in accordance with the standard to which it conforms and maintained in a safe and operational condition;
- Firefighting equipment, systems and fixed installations are serviced by a competent and suitably qualified contractor in accordance with the standard to which they conform and maintained in a safe and operational condition;
- Appropriate records are kept of the servicing and maintenance of fire safety systems, equipment and installations and internal systems;
- All statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept in accordance with relevant legislation;
- Maintain Life Cycle costing on Fire Safety Systems;

Head of Maintenance is responsible for managing all fire safety maintenance works and will ensure that:

- Contractors appointed are competent, suitably qualified and can demonstrate their ability to meet all statutory requirements;
- All fire safety works are adequately monitored, controlled and post inspected by staff;
- Fire safety works are completed in a timely manner and prioritised based on risk;
- Records are kept with details of the fire safety works completed and the internal systems are updated with relevant details.

Managers at all levels of the association

Employees at all levels of the organisation with a management responsibility will ensure that:

- They lead by example, making sure that all employees under their management are familiar with this Policy and encouraged to be fire safety conscious;
- The responsibility for the implementation of this Policy is properly assigned, accepted and understood by employees under their management;
- Adequate resources are available to meet the requirements of this Policy;
- Employees under their management attend fire safety related training as and when required

- Ensure risk assessments are in place and understood for tasks that present a risk to fire safety;
- Employees under their management are aware of site and job specific fire safety information, including evacuation procedures, fire hazards and controls from the onset of their role;
- The procedure for dealing with serious incidents is understood and, in the event of a serious fire, followed by employees under their management;
- Fire incidents are reported to the Chief Executive and less serious incidents and false alarms to the Fire Officer, as soon as is practicably possible;
- They provide guidance to employees under their management on how to respond to fire safety related concerns and make sure they are monitored, reviewed and appropriate action is taken;
- Ensure actions identified within fire risk assessments and allocated to employees under their management are completed within the defined timescales;
- They maintain an understanding of current fire safety legislation and guidance;
- Appointed contractors are competent, suitably qualified and can demonstrate their ability to meet all statutory requirements relating to fire safety;

Employees at all levels of the organisation

All employees have a duty of care to themselves, their colleagues, contractors, residents and members of the public. Any work situation that represents a serious, immediate or long term danger to fire safety should be reported to their manager as soon as possible. This includes any deficiencies or shortcomings they have identified within this Policy. Employees are therefore required to:

- Familiarise themselves with this Policy;
- Liaise with the Fire Officer for guidance in relation to fire safety related matters;
- Attend fire safety training courses as and when required.
- Report all fire incidents, near misses and false alarms to the Fire Officer as soon as practicably possible;
- Not interfere, tamper or misuse any items provided for fire safety;
- Refrain from using, and report, any defective or damaged tools, machinery, systems or equipment;
- Use safe systems of work for tasks relating to electricity, gas installations, the handling of chemicals, the use of dangerous equipment and any other activities that present a significant risk to fire safety;
- Ensure fire safety procedures are adhered to on a day to day basis.

Property Management

In order to comply with the Regulatory Reform (Fire Safety) Order 2005 and associated guidance, premises with internal common parts will be managed, which reflect how fire safety will be managed.

Communal Areas of NLMHA properties will be managed using the following procedure:

- Fire risk assessments will be conducted by a competent and suitably qualified fire risk assessor on a regular basis and will identify fire hazards and persons at risk and evaluate these risks to eliminate, reduce or control them;
- All significant findings within fire risk assessments will be prioritised for completion based on the risk rating. All recommendations will be considered for implementation;
- Residents will be provided with fire safety guidance in relation to the action to take in response to a fire and how to reduce the risk of a fire occurring;
- Regular checks of means of escape, fire safety installations, systems and equipment will be carried out by NLMHA and recorded;
- Testing, servicing and maintenance of fire safety installations, systems and equipment will be carried out by competent and suitably qualified employees or contractors in accordance with relevant legislation/guidance;
- Remove combustible materials from the 'communal areas' identified at site visit or reported by residents.

Training

Training and instruction will be delivered to employees to ensure fire safety standards are maintained and improved within the association.

Line Manager Induction

New and existing employees that change role or workplace will complete an induction with their line manager, which should include (as a minimum) fire evacuation procedures for the workplace and fire related hazards and controls relevant to their role.

Corporate Induction

New employees will attend Corporate Induction training organised by the HR Team, which details the fire safety principles and safe working practices to be adopted.

Fire Officer

Training will be delivered by a qualified and competent provider to enable Fire Officer to carry out their role safely and effectively.