

Procedure: Fire Risk Assessment

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Fire Risk Assessment (FRA) procedures

This procedure is applicable to Lambeth Housing and should be read in conjunction with the corporate Lambeth Health and Safety policies. This document's purpose is to detail Lambeth Housing's procedures for managing fire safety in residential properties.

1. General

1.1	<p>Lambeth Housing will comply with the requirements of the Regulatory Reform (Fire Safety) Order (RRFSO) 2005 when determining Fire Safety strategies and associated procedures for managing it.</p> <p>The main requirement of the RRFSO is that the 'Responsible Person' under the requirements of the Act must complete a recorded fire safety risk assessment (FRA) that should detail the fire safety arrangements in place. The fire risk assessment should assess the adequacy of existing controls and decide whether additional measures need to be taken to eliminate or reduce risk.</p> <p>When completing a fire risk assessment for the common parts of residential property Lambeth Housing will consider all risks as determined by legal requirements, best practice and standards, tenancy and leasehold agreements, and other issues relevant to Social Housing.</p> <p>This procedure is relevant to the common areas within the following types of Lambeth housing stock:</p> <ul style="list-style-type: none">• Houses• Converted houses• Low, medium and high-rise residential blocks• Community centres• Tenant Management Organisations (TMO)• Sheltered Housing• Meeting rooms• TMO offices• Hostels <p>The standards applied in the construction of each block will be in accordance with the Building Acts in force at the time of construction of the dwellings. Therefore some blocks may not necessarily conform to all of the current standards (Building Regulations).</p> <p>There is no requirement under the Building Regulations for upgrading existing fire safety measures to current standards. However, existing non-compliances with the current Building Regulations must not be made any worse in the course of alterations or building works.</p> <p>The Housing Act 2004 makes requirements regarding the condition of a broad spectrum of housing, including both individual flats within a block and the common parts of that block. Lambeth are the enforcing authority for this legislation.</p>		
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	<p>When determining this procedure, in conjunction with the requirements of the RRFSO Lambeth Housing has considered the requirements of other applicable regulations, references and guidance including;</p> <ul style="list-style-type: none"> • Fire Safety in Purpose-Built Blocks of Flats –Local Government Group • BS 9991 Building Regulations • BS 9999 Access and Fire Fighting Facilities • The Building Regulations (as amended) - Approved document "B"- Fire Safety • BS 5588: Fire Precautions in the Design, Construction and Use of Buildings • Fire Safety Risk Assessment – Sleeping Accommodation HM Government (ISBN 978 1 85112 817 4). • Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005. (RRFSO) • LACORs • London Fire Brigade Guidance Notes. • Fire Risk assessments in sleeping accommodation (sheltered and Hostels) 		
1.2	<p>Lambeth Housing will comply with its legal responsibilities and will take reasonable action against individuals to address areas of deficiency by enacting the terms and clauses contained within the Lease or Tenancy Agreement with forfeiture of either being sought for the failing to remedy the issues identified.</p>		

2. Roles and responsibilities

2.1	<p>The 'Responsible Person' will be the corporate body 'Lambeth Borough Council' who are the organisation that provide housing and facilities and employ people to work on their premises. Responsible Person's duties are extended to include any person who by virtue of any contract has obligations of any extent in respect of maintenance of the premises (and anything in them).</p> <p>The Chief Executive and Directors Are responsible for ensuring that "Local" Responsible Persons are identified for all premises under their control.</p> <p>Local Responsible Persons Persons nominated by the Responsible Person who are responsible for fire safety management within their workplace, work area, event or function.</p> <p>Relevant Persons Any person lawfully on the premises and any person in the immediate vicinity, but does not include fire fighters carrying out fire-fighting duties.</p> <p>Competent Person A person with enough training, experience, knowledge and other qualities to enable them to assist in undertaking the preventative and protective measures</p>		

	<p>It should be noted that in the case of a prosecution for an offence under the RR(FSO)) 2005 the CEO, a director, manager, similar officer or volunteer of the organisation could be prosecuted as well as, or instead of, the body corporate if the offence had been committed with that person's consent, connivance, or as a result of negligence.</p>		
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3. Procedure: Fire Risk Assessments

3.1	<p>Overall risk assessment has regard to any increased fire risk of fire occurring plus building factors:</p> <ul style="list-style-type: none"> • Improvements should aim to eliminate any defects giving rise to increased fire risk and mitigate against any building factors. • It will be impractical to remove all risk in some cases the aim should be to reduce as far as possible. 		
3.2	<p>Lambeth Housing will ensure that passive and any active fire safety systems are maintained, serviced and, in the case of refurbishment works, improved in line with current regulatory requirements.</p> <p>The fire risk assessment process undertaken by Lambeth Housing will assess the provisions to include;</p> <ul style="list-style-type: none"> • Sources of ignition present with the common parts • Sources of fuel present with the common parts • Structural features that could place persons and/or the emergency services at risk • Persons that may be at risk if a fire occurred including residents within the block, visitors, staff, contractors and the emergency services • Means of Evacuation • Servicing and maintenance of items provided to provide passive or any active fire protection. <p>There are, in principle four different types of Fire Risk Assessment that can be carried out, they differ in the extent to which the building is inspected:</p> <ul style="list-style-type: none"> • Type 1 – Common parts only (non-destructive) • Type 2 – Common parts only (destructive) • Type 3 – Common parts and flats (non-destructive) • Type 4 – Common parts and flats (destructive) <p>Unless there is reason to expect serious deficiencies in structural fire protection, such as inadequate compartmentation, or poor fire stopping a Type 1 inspection will normally be sufficient for most purpose-built blocks of general needs housing. Where doubt exists in relation to these matters, the action plan of a Type 1 fire risk assessment may recommend that one of the other types of Fire Risk Assessment be carried out or that further investigation be undertaken.</p>		

	<p>Higher risk premises and people will be identified through strategic data analysis. Those that pose an increased risk of injury or death from fire due to factors relating to the type of premises, specifically its construction and condition also the mobility, vulnerability and behaviours of the occupants, will be subject to enhanced inspection as described above.</p> <p>Unrestricted use of common parts is clearly not acceptable. It will, therefore be necessary to adopt one of the following alternatives:</p> <ol style="list-style-type: none"> 1. Zero tolerance 2. Managed use <p>Zero tolerance approach is one in which residents are not permitted to use the common parts to store or dispose of their belongings or rubbish. No exceptions would apply. It would ensure that the common parts are effectively 'sterile' ie free of combustible material, ignition sources and obstructions.</p> <p>Managed use. This approach allows strictly defined use of common parts and limits the items allowed, to control fire load and ease of ignition. It includes strict conditions on where such items can be kept. For example, a 'managed use' policy might permit residents to:</p> <ul style="list-style-type: none"> • Place pot plants and door mats outside their front doors minimum width allowance of 1mt. • Have framed pictures and notice boards on walls. • Store bicycles, prams and mobility scooters in places that are out of the way and not likely to cause obstruction. <p>Our Communal Area Fire Safety Procedure sets out how the Council deals with fire safety in communal areas of residential property. This Procedure can be found on our website here</p>		
3.3	<p>The outcome of the fire risk assessment will be a suitable action plan. It sets out a prioritised list of any physical and managerial measures that are necessary to ensure that fire risk is maintained at, or reduced to, an acceptable level. It acknowledges that major capital work cannot be completed immediately. The following priorities are allocated to identified measures:</p> <ul style="list-style-type: none"> • Priority 1 Action recommended to be completed ASAP call H&S team direct from site 0207 926 0063 • Priority 2 Action recommended to be completed within 1 month. • Priority 3 Action recommended to be completed within 1-2 months. • Priority 4 Action recommended to be completed within 2-6 months. • Priority 5 Long-term action to be taken – e.g. over a 1 to 3 year period. <p>The measures identified in the action plan are recorded on the SharePoint database where they are allocated to senior management who are informed by email of new actions.</p> <p>The database is continually monitored by H&S colleagues to ensure progress and completion of all allocated items.</p>		

	<p>Where an assessment has been carried out by an 'appointed assessor' priority times may be varied after consultation with all stakeholders with regards programmed works, having taken into account the level of risk to relevant persons.</p> <p>Individual assessors FRA's will be reviewed for quality control purpose on an interim basis.</p>																						
3.4	<p>For compliance with the FSO, fire risk assessments will be reviewed:</p> <ul style="list-style-type: none"> • Regularly. • When material alterations take place. • When there is a significant change in the matters that were taken into account as the risk assessment was carried out, this includes a widespread change in the type of residents occupying the block. • When there is a reason to suspect that the original fire risk assessment is no longer valid (e.g. after a fire that occurred within, or spread to, the common parts). • After completion of significant works completed to address shortcomings identified by the fire risk assessment. • When relevant legislation or guidance from statutory bodies changes <p>The assessor undertaking a 'Fire Risk Assessment' will allocate the premises a risk grading as follows:</p> <ul style="list-style-type: none"> • RG5 (urgent remedial action required & re-inspection) • RG4 (1 Year) • RG3 (2 years) • RG2(3 years) • RG1(4 years) <p>Reviews of Fire Risk Assessments are scheduled on a cyclical basis as highlighted above and vary in terms of building types for this purpose, the following is used as a basic guide but is not exhaustive:</p> <table border="1" data-bbox="272 1406 1062 2027"> <thead> <tr> <th colspan="2" style="text-align: center;">CATEGORY FREQUENCY GUIDE</th> </tr> </thead> <tbody> <tr> <td colspan="2">Description: Purpose built, designed to be non-combustible construction or to current Building Regulations Standards. General needs accommodation, no special needs or vulnerable groups.</td> </tr> <tr> <th style="text-align: center;">Height/Type</th> <th style="text-align: center;">Review</th> </tr> <tr> <td>High rise over 5 storeys</td> <td>Annually</td> </tr> <tr> <td>Low / medium rise 2-5 storeys (decreased if protected escape routes present)</td> <td>3 yearly</td> </tr> <tr> <td colspan="2">Description: Purpose built, designed to be non-combustible construction or to current Building Regulations Standards and traditionally built converted premises prior to 1991. Special needs or vulnerable groups present.</td> </tr> <tr> <td>Sheltered (any height)</td> <td>Annually</td> </tr> <tr> <td>Hostels (any height)</td> <td>Annually</td> </tr> <tr> <td colspan="2">Description: Traditionally built converted premises typically street properties built prior to 1991. General needs accommodation, no special needs or vulnerable groups.</td> </tr> <tr> <td>Converted street property not higher 2 storeys with common entrance hall no stairs.</td> <td>3 yearly</td> </tr> </tbody> </table>	CATEGORY FREQUENCY GUIDE		Description: Purpose built, designed to be non-combustible construction or to current Building Regulations Standards. General needs accommodation, no special needs or vulnerable groups.		Height/Type	Review	High rise over 5 storeys	Annually	Low / medium rise 2-5 storeys (decreased if protected escape routes present)	3 yearly	Description: Purpose built, designed to be non-combustible construction or to current Building Regulations Standards and traditionally built converted premises prior to 1991. Special needs or vulnerable groups present.		Sheltered (any height)	Annually	Hostels (any height)	Annually	Description: Traditionally built converted premises typically street properties built prior to 1991. General needs accommodation, no special needs or vulnerable groups.		Converted street property not higher 2 storeys with common entrance hall no stairs.	3 yearly		
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3.5	<p>The FRA process is one mechanism in which fire safety will be managed, maintained and/or improved. There are other critical mechanisms and/or processes for managing fire safety and ensuring that actions undertaken comply with the regulatory requirements:</p> <ul style="list-style-type: none"> • Daily caretaking activities occur in blocks to include removal of bulk waste, identifying damage to fire doors, minor repairs/defects etc. • Estate Inspections undertaken by Housing Officers at regular intervals will include the identification of repairs, defects and housing management issues i.e. stored items in the common parts, security grilles preventing access to common parts etc. with appropriate actions being taken. • Repairs, servicing and maintenance will be undertaken in line with legislative requirements and auditable records will be available to demonstrate actions. • Major refurbishment briefs will include the analysis of Building Regulations applicable at the time of construction and guidance found in Building Regulations and Fire Safety Procedural Guidance, confirmation there has been no alteration or deterioration to those standards (applicable at the time of construction) and improvement works to bring provisions up to current requirements. 												

4. Customer facing provisions re: fire risk

4.1	Lambeth Housing takes the management of fire risks seriously and, whilst sympathetic to issues such as overcrowding, inadequate space etc., has established expected standards based on risk, regulatory requirements and the terms of tenancy/leaseholder agreements.		
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4.2	<p>Lambeth Housing has to ensure under the RRFSO that escape routes (corridors, balconies/landings and staircases) are maintained in good condition with no tripping or slipping hazards. Additionally, staircases, and landings on staircases, are both fire-sterile and unobstructed. Lambeth Housing has to ensure that the London Fire Brigade can access the common areas without hazards being present which could impede or affect access and/or assist the spread of fire. Lambeth Housing also needs to ensure that residents and visitors can make their escape if deemed necessary by the emergency services.</p>		
4.3	<p>Residents must not store anywhere within the building (in their dwelling, designated store room/ cupboard, garage or within communal areas):</p> <ul style="list-style-type: none"> • Contained gases, other than oxygen or other medical gases (this includes BBQ gas e.g. LPG Gas Cylinders) <p>Where medical gases are in use, residents must inform their Local Housing Office, who will record the details against the client's/resident's record on Northgate so that the information is available when running a vulnerability report in the event of an emergency at the block.</p>		
4.4	<p>Residents must not use or store the following within communal parts of blocks:</p> <ul style="list-style-type: none"> • Chemicals, including paints, varnishes, brush cleaner, turpentine, petrol, oil, diesel, fertilisers, weed killer or cleaning fluids etc. • BBQs or fuel for BBQs, i.e. firelighters, charcoal or briquettes. BBQ use is not permissible within common areas or private balconies, though residents with private gardens may use charcoal or wood fired BBQs. The use of BBQs for community events may be approved following submission of an event risk assessment to the local estate office • Candles, tea lights, incense sticks, lighters or matches etc. • Upholstered furniture or fabrics – i.e. padded chairs, armchairs, curtains, net curtains or wall hangings. • Plastics – i.e. plastic garden furniture, children's toys etc. • Recycling & Household waste – Recycling boxes/bins are to be stored externally to the building, refuse should be disposed of directly into the bin room/ chute not left outside flat doors. • Petrol Vehicles – mopeds, scooters, or any other fuelled vehicles are not to be stored inside any resident's flat or in communal areas. • DIY Materials – wood, timber, mastics, glues, adhesives etc. • Bicycles – Bicycles are to be stored externally to the building unless a designated facility is provided inside the block. • Clothing – All articles of clothing and footwear • Washing Lines – washing lines must not be attached to any pipework or other parts of the building infrastructure. Any washing lines found to be attached in this way will be removed and returned to the resident 		

	Lambeth Housing reserves the right to request immediate removal of any item deemed to pose a significant risk, including any not listed above. Also see section 3.2 (page 6).		

5. Front entrance doors and doorsets

5.1	<p>Doors forming part of the protected escape route from the flat entrance door to the final exit, including the flat entrance door itself, are normally specified as 30-minute fire-resisting doors with smoke seals, fitted with a positive action self-closing device & protected letter box FD30S SC. Original as built or historical replacement flat entrance doors may lack intumescent strips and cold smoke seals they may not have protected letterboxes or self-closing devices.</p> <p>Upgrading existing door sets because they do not comply with current specification and benchmark standards is not made a generic recommendation on FRA's but based on type of building and location of a flat within the premises and current condition.</p> <p>In many existing blocks, it is normal practice, taking into account the fire risk in line with current guidance, to accept existing fire-resisting doors and not replace or upgrade them. For this to be the case, any existing fire-resisting door will need to be well fitting in its frame and be in good condition.</p> <p>Front entrance door sets are considered a 'controlled fitting' and must comply with current building regulations. Installation should only be undertaken by an approved installer or they will be subject to inspection by a Building Control Officer or Approved Inspector.</p> <p>Fire-resisting flat entrance doors, and doors provided to protect common corridors, lobbies and stairways, should be fitted with suitable positive action self-closing devices. The self-closing device should be capable of closing the door in its frame from any angle and overcoming the resistance of any latch. Rising butt hinges used to be acceptable under previous benchmark guidance, but are no longer considered suitable devices because they are unreliable in the effective closure of a door.</p> <p>The fitting of suitable self-closing devices whether to replace rising butt hinges or because the doors are not fitted with self-closing devices must be undertaken in the short term as a matter of priority.</p>		
5.2	Lambeth Housing will ensure the front entrance doors to tenanted properties meet the above stated requirements any deficiencies being recorded within the Fire Risk Assessment process.		
5.3	Sometimes, leaseholder's flat entrance doors may be outside the control of Lambeth Housing. For example, often under each resident's lease, the door is legally part of the demised premises and so responsibility for maintenance of the flat entrance door rests with the leaseholder. Lambeth Housing has no legal right to force a leaseholder to upgrade the door to the current standard, nor to		

	carry out the works unilaterally. Under these circumstances, the residents might be regarded as other persons having control of premises (as defined by Article 5(3) of the RR(FSO)2005, with a duty to ensure the adequacy of the flat entrance doors. However, use of powers under the Housing Act 2004 may be a more appropriate and better-defined route to achieving compliance with the FSO.		
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6. Door and window security: general requirements

6.1	<p>Residents may take their own measures, including fitting additional locks to front doors and installing an intruder alarm system, care is needed to ensure that any measures taken do not conflict with the need to escape in the event of fire. The fitting of excessive security measures, such as grilles, gates and shutters, may:</p> <ul style="list-style-type: none"> • Delay escape by the residents above and beyond unlocking their front door, increasing their exposure to smoke inhalation – during a fire every second counts • Impinge on the safety of others (e.g. across a common balcony) • Prevent access to the fire and rescue service to rescue occupants and fight a fire in a property. <p>Based on reference found in the ‘Enforcement Authorities’ LFB’s ‘Fire Safety Guidance Note GN11’:</p> <p>3.8 Security doors and security gates should not be installed together at the same access point to the premises.</p> <p>Residents are responsible for the removal of any door and window grilles that have been erected without permission or not in compliance with this procedure. If not removed by the resident, Lambeth Housing will carry out the work and recharge the resident any costs. Residents will be responsible for making good any of the damage that may have occurred as a result of the erection or removal of any door or window grille. Any damage not made good will be made good by Lambeth Housing and the resident recharged the costs. (We can enforce these actions using LFB GN: 11 & Housing Act 2004: HHSRS fire safety)</p> <p>Residents with existing grilles that do not comply with this procedure will receive a letter advising them of the safety implications of leaving the grille in place. Letters will be sent out as part of the Lambeth Housing Fire Risk Assessment process.</p> <p>Where ‘Secured by Design’ front entrance doors are installed as part of refurbishment works due to the increased security provided by these doors, residents will not be granted permission to reinstall security grilles.</p>		

7. Lockable gates in communal areas

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5.1	<p>The fitting of lockable gates across communal areas significantly increases the level of risk for residents of a block as they have the potential to hinder evacuation and rescue efforts and trap residents in close proximity to fire and smoke.</p> <p>Based on reference found in the 'Enforcement Authorities' LFB's 'Fire Safety Guidance Note GN11':</p> <p>3.8 Security doors and security gates should not be installed together at the same access point to the premises.</p> <p>Where Lambeth Housing identify the existence of already installed gates, for which permission was previously given and where the circumstances for the original application for the gate still remain removal should be undertaken and the tenant/s should be provided with a 'Secured by Design' door-set.</p> <p>Where no such permission was previously provided, we will work with residents to ascertain whether there are any specific circumstances that warranted the existence of such gates and if appropriate the security gate will be removed and the tenant/s should be provided with a 'Secure by design' door-set.</p> <p>Where no specific circumstances warranted the security gate the item shall be removed despite the absence of a 'Secured by Design' door-set.</p>		

8. Security grilles in major works projects

8.1	<p>When Lambeth Housing carries out major works to blocks of flats, including Decent Homes works:</p> <ul style="list-style-type: none"> • If the front entrance door is to be replaced and a door grille is existing, the door grille will be removed and disposed of. Lambeth Housing will not reinstate the grille. • If a "safe by design" door has been installed permission will not be given to reinstate the security grill to the door. • All window grilles that need to be removed to facilitate the planned works will be removed, disposed of and the resident advised of this procedure and told that they may not re-install them. 		

9. Evacuation information for tenants

9.1	Fire Action notices are present in all community buildings & residential accommodation with communal areas advising residents and visitors what to do in the event of a fire.		
9.2	In the majority of existing purpose-built blocks of self-contained flats where compartmentation is a key element of the original design a 'Stay Put' policy is applied, the following information is displayed on the Fire Action Notice:		

	<ul style="list-style-type: none"> • Flats are designed to give you some protection from fire and smoke. • If there is a fire in your building and your flat is not affected you should stay in your flat. • If the heat or smoke is affecting you, you feel threatened by the fire or smoke or you are instructed to leave by the Fire Brigade you should leave your flat, closing the door, and use the fire escape to the exit the building. • If there is a fire in your flat, leave and close the door behind you and use the fire escape to exit the building. • Call the Fire Brigade on 999, and tell them the address including the number of the flat and floor of the fire. • Do not use the lift if there is a fire. Always use the fire escape. 		
9.3	<p>In traditionally built converted blocks of self-contained flats where compartmentation is not verified or unknown a 'Full Evacuation' policy is applied, the following information is displayed on the Fire Action Notice:</p> <ul style="list-style-type: none"> • If you discover a fire / hear the alarm sound. • Calmly make your way out via the nearest available fire exit from the building, alert other by shouting FIRE if no alarm is sounding. • Proceed directly to a place of safety away from the building. • Call 999 and ask for the Fire Brigade, when they answer give the message 'Fire at (your address).' • DO NOT stop to collect possessions. • DO NOT under any circumstances re-enter the building until told to do so by a Fire Marshall or the Fire Service it is safe to do so. 		
9.4	<p>In sheltered accommodation and hostel offices and community facilities (common rooms etc) a 'Full Evacuation' policy is applied, the following information is displayed on the pictogram Fire Action Notice:</p> <ul style="list-style-type: none"> • Operate the nearest Fire Alarm Point. • Call the Fire Brigade by dialling 999. • Leave the building by the nearest exit. • Report to your Assembly Point at XXXXXXXX. • Do not stop to collect personal belongings. • Do not use lift. <p>In sheltered accommodation and hostel flats a 'Stay Put' policy operates as outlined in 9.2 above</p>		

10. Enforcement action against residents

10.1	<p>Whilst Lambeth Housing has a responsibility to maintain and clean common parts of buildings it remains the responsibility of the resident to ensure the cleanliness of any items on a communal balcony. For example, door mats and plant pots should be kept clean and in good condition, as should the areas around them.</p>		
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	<p>We endeavour to work with residents but where a conversation with the resident fails Lambeth Housing Estate Housing Officers can serve notices under Housing Act 2004 'HHSRS' in relation to fire safety and enforcement decisions have to be made to maintain fire safety, the escalation process is outlined below:</p>		
	<div style="background-color: #4a4a8a; color: white; padding: 5px; border-radius: 15px; display: inline-block;">Enforcement Decisions: Escalation Process</div>		
	<div style="border: 1px solid #ccc; border-radius: 15px; background-color: #d9d9f3; padding: 10px; width: 150px; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Primary</p> <p style="text-align: center; margin: 0;">Neighbourhood Housing Officer & Repairs Inspector</p> </div>	<div style="border: 1px solid #ccc; border-radius: 15px; background-color: #d9d9f3; padding: 10px; width: 150px; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Secondary</p> <p style="text-align: center; margin: 0;">Neighbourhood Housing Officer & Repairs Inspector & Area Housing Manager</p> </div>	<div style="border: 1px solid #ccc; border-radius: 15px; background-color: #d9d9f3; padding: 10px; width: 150px; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Tertiary</p> <p style="text-align: center; margin: 0;">Area Housing Manager & Health & Safety Manager</p> </div>
10.2	Contravention of any appropriate parts of this procedure by a tenant will be enforced via the Neighbourhood Housing Officer under the terms of the tenancy agreement and recharges sought where applicable and also be enforced under Housing Act 2004.		
10.3	Contravention of any appropriate parts of this procedure by a leaseholder will be enforced via the Neighbourhood Housing Officer in consultation with Home Ownership Services under the terms of the leasehold agreement and recharges sought where applicable and also be enforced under Housing Act 2004 & RRF50 5(3).		

11. Responsibilities of Lambeth Housing staff

11.1	<p>All Lambeth Housing staff are expected to assist in managing the housing stock and have an obligation to manage, inform and act on issues found in the course of their job activities.</p> <p>All staff have a responsibility to report any instances of fire in the housing stock (including TMOs) Colleagues should contact the Housing Health & Safety team by emailing hmfiresafety@lambeth.gov.uk</p>		
11.2	<p>Estate Housing staff and cleaning contractors access blocks daily and as part of cleaning the block will report repairs/defects to the housing management staff. Housing management staff will log and deal with defects reported.</p> <p>Where Estate Housing Staff identify bulk rubbish or dumped rubbish, this will be removed for collection. The Estate Housing Staff will attempt to identify the person(s) who have dumped the items and will send two warning letters and if the offender/offence continues they will be recharged for rectification of the problem.</p>		
11.3	Neighbourhood Inspections are the formal mechanisms that monitor the condition of Lambeth Housing stock and associated service delivery for Lambeth Housing property in partnership with residents. These formal mechanisms will identify issues that are relevant to managing fire safety.		

	Estate Inspections are undertaken on a regular basis and will identify housekeeping issues, defects and repairs. The Neighbourhood Housing Officer (NHO) will undertake appropriate actions on the issues identified and monitor the completion of any works requested. Tenancy and Leasehold actions such as issuing any letters, charges, bills and correspondence must be recorded within Northgate. Information should be available to demonstrate auditable actions for any issues identified.		
11.4	The maintenance and servicing of equipment/systems provided for the purpose of preventing or fighting fire will be undertaken by both Lambeth Housing Repairs Service & Lambeth Housing Technical Services with records being held by both teams. Lambeth Housing will endeavour through the appointment of competent contractors to ensure that repair and maintenance works which are undertaken within the premises is undertaken to current BS/EN specifications and recommendations and undertaken with the appropriate materials being used and these works do not remove, reduce or eliminate passive or active fire protection to the buildings.		
11.5	Lambeth Housing staff will receive appropriate 'Basic Fire Awareness' training as necessary.		

12. Fire protection systems in residential blocks

12.1	Fire doors in lobbies and protected staircases Fire doors (doors in this context also means 'door sets') in lobbies and on protected staircases are one of the most important links in the chain of effective physical fire precautions in residential flats and maisonettes. Lambeth Housing has a statutory duty to maintain and repair where necessary fire-resistant doors to dwellings, lobbies and staircases, which have been installed in order to provide an adequate standard of resistance in the event of fire, and prevent fire, heat, smoke and the other products of combustion from spreading within a building.		
12.2	Fire Barriers and Breaks Lambeth Housing has a statutory duty, primarily under Building Regulations and the RR(FSO)2005, to maintain the integrity of fire barriers and fire breaks in residential blocks.		
12.3	Fire protection systems Lambeth Housing will ensure that fire alarms, smoke detection equipment, electro-magnetic door holders and emergency lighting systems are inspected, tested, maintained and serviced in accordance with the RR(FSO)2005. Records are held by the Lambeth Housing Technical Services Team. Lambeth Housing are exempt from the 'The Smoke and Carbon Monoxide Alarm Regulations 2015' however leaseholders that sub-let their properties must ensure compliance.		
12.4	Smoke ventilation systems Lambeth Housing will maintain smoke ventilation systems and equipment in line with Building Regulations and the requirements		

	of the RR(FSO)2005. A competent contractor will carry out the various quarterly and annual inspections, tests and service etc. of the installation. Records are held by the Lambeth Housing Technical Services Team.		
12.5	<p>Electrical safety: intake cupboards and rooms</p> <p>Lambeth Housing will ensure that electrical intake cupboards and rooms are safe, secure, and free from rubbish, storage and other flammable materials. Lambeth Housing will ensure that they are adequately lit and identified by the display of suitable and adequate signage, in accordance with the Electricity at Work Regulations 1989 and /or the Safety Signs [and Signals] Regulations 1996. Records are held by the Lambeth Housing Technical Services Team.</p>		
12.6	<p>Electrical safety: lateral mains</p> <p>Lateral mains cables / equipment (normally concealed within ducting or casings) must be kept secure. No unauthorised working on “live” cables or circuits should be allowed, in accordance with the Electricity at Work Regulations 1989. Signs and notices displayed on the cupboards / rooms must comply with the Safety Signs (and Signals) Regulations. Records are held by the Lambeth Housing Technical Services Team.</p>		
12.7	<p>Gas safety:</p> <p>The maintenance of gas fires, flues, boilers, other gas operated equipment etc., and associated control equipment and Council (landlords) gas supply pipe work, installed in Council properties, is a statutory requirement, under the requirements of The Gas Safety (Installation and Use) Regulations 1998. Records are held by the Lambeth Housing Technical Services Team.</p> <p>Currently there is no requirement on leaseholders who reside in their homes to have gas appliances serviced annually either in law or under the terms of the lease. Those leaseholders sub-letting are bound by the Gas Safety (Installation and Use) Regulations 1998.</p> <p>There is no legal requirement on the landlord to carry out checks on gas appliances within leasehold properties but we strongly recommend leaseholders to have their gas appliances serviced annually.</p>		

13. Special Arrangements for specific stock types

13.1	<p>TMOs:</p> <p>Lambeth Housing Health & Safety team carry out FRAs for the TMOs.</p> <p>TMOs are then responsible for any non-structural repairs arising from the FRA that are valued under (approx.) £5,000. Lambeth Housing Management are responsible for structural changes to the fabric of the building (approx. over £5,000). The measures identified in the action plan are recorded on the SharePoint database where they are allocated to TMO management who are informed by email of new actions. Continuous monitoring of the data base tracks the progress and completion of allocated items.</p>		
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13.2	<p>Lambeth Housing's Health and Safety team are also responsible for carrying out FRAs in community halls and other similar facilities that are associated with our housing stock. The H&S team have also developed a fire safety hire agreement that sets out the hirers responsibilities with regards to fire safety including separate BBQ Guidance Notice.</p> <p>The H&S team also provide ongoing training on 'Basic Fire Awareness' for community halls for our tenants and residents associations.</p>		
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14. Fire brigade access

14.1	<p>General: Fire Brigade access is covered under The Building Regulations 1991 (as amended) and under the Regulatory Reform (Fire Safety) Order. Further guidance is contained within the approved Document "B" of the Building Regulations and The Approved Code of Practice- BS 9999: Fire Precautions in the Design, Construction and Use of Buildings - Residential Buildings. Fire Brigade access forms part of the buildings original approval under Building Regulations. The access routes for fire appliances onto housing estates and Fire Brigade access into residential blocks must be regularly inspected as part of the routine estate inspections carried out by Caretakers and Neighbourhood Staff.</p>		
14.2	<p>Controls to lifts: The installation of fire fighter's switches to lifts is required under The Building Regulations and the Regulatory Reform (Fire Safety) Order. The maintenance of control switches is required both under the above Requirements and under legal Requirements relating to the inspection and testing of lifts and associated equipment. Appointed lift maintenance engineers are to undertake the maintenance of lifts and associated equipment, including fire-fighters control switches to lifts. Records are held by the Technical Services Team.</p>		
14.3	<p>Locks and padlocks The use of Fire Brigade pattern padlocks, rim-locks and mortice locks are required in rooms / areas on residential estates that the Fire Brigade would require access into or via in the event of fire. Fire Brigade Access is covered in the Building Regulations and the Regulatory Reform (Fire Safety) Order. Records are held by the Technical Services Team.</p>		
14.4	<p>Special security arrangements In certain circumstances due to the level of vandalism and / or the relative ease in obtaining FB keys it may be impossible to maintain security of the room or area unless the Council fit their own security padlock and fittings. In all circumstances where a non-standard lock is fitted the following procedure should be adhered to:</p> <ul style="list-style-type: none"> • The padlock should be 'open shackle', rather than 'closed shackle'. The shackle should be capable of being cut by the Fire Brigade in the event of a fire, or other emergency 		

	<ul style="list-style-type: none"> The Repairs & Property teams should consult with the Health & Safety Co-ordinating Group before installing any non-FB pattern locks. Health & Safety will liaise with the local Fire Brigade Station. The Repairs or Property Team would be required to provide sets of keys for the LFB to ensure they can access these areas if required. 		
14.5	<p>Access to door entry systems</p> <p>Fire Brigade access into residential blocks must be maintained therefore in all cases where door entry control systems are installed a Fireman's key operated switch is fitted to enable the Fire Brigade to gain access into buildings in the event of an emergency. Also in some of the Council's residential buildings, exit doors can be opened on the inside via the operation of a 'press-button' type switch. As these doors often form part of the means of escape from the building, these switches must be functional at all times. It should also be noted that in the event of a power failure, the lock fitted must fail to safety, so that the door remains unlocked until the power is restored.</p>		
14.6	<p>Premises information boxes</p> <p>In general needs blocks of flats, it can equally be expected that a resident's physical and mental ability will vary. It is usually unrealistic to expect landlords and other responsible persons to plan for this or to have in place special arrangements, such as 'personal emergency evacuation plans'. Such plans rely on the presence of staff or others available to assist the person to escape in a fire.</p> <p>Even in sheltered housing schemes, there will be reliance ultimately on rescue by the fire and rescue service in the event that residents cannot escape by themselves. However, in sheltered housing schemes, it is commonplace to hold information relating to any resident with particular mobility or other issues affecting their ability to escape. This can be made available to the fire and rescue service on arrival at the premises (eg by keeping it in a 'premises information box', which can only be unlocked by the fire and rescue service, at the main entrance). Details of any residents using oxygen or other medical gases are also usually kept with this information.</p> <p>It is not realistic to expect such an approach to be adopted where there are disabled people and others requiring assistance in a 'general needs' block. Any attempts to keep information of this kind must be updated regularly as inaccurate information could potentially be more harmful than no information.</p> <p>In large, more complex blocks of flats, it can be of great assistance to the fire and rescue service to keep plans on the premises detailing information on the layout of the building and its services. This can be helpful at the time of an incident in dealing with the emergency. Again, use of a 'premises information box' at the main entrance is one way to achieve this.</p>		

15. Physical and electronic security systems

15.1	The installation of physical and electronic security installations / systems in residential blocks (which includes security grilles, gates, doors, locks, electronic opening devices etc.) may require approval, prior to the installation of such systems / devices. In addition, such items are broadly commented on in the Approved Code of Practice - BS5588: "Fire Precautions in the Design and Construction of Buildings - Part 1; Residential Buildings".		
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16. Fixed and portable firefighting equipment

16.1	Portable firefighting equipment in estate offices and caretakers' accommodation areas is required to be serviced and maintained annually as a minimum requirement. Records are held by the Lambeth Housing Technical Services Team.		
16.2	<p>Dry and wet rising mains</p> <p>The maintenance and testing of dry and wet rising mains is a requirement under the Regulatory Reform (Fire Safety) Order. In residential building where the above Act does not apply, the ongoing (annual) test, inspection and maintenance of such system is recommended in BS 5588; "Fire Precautions in the Design and Construction of Buildings", Part 1- Code of Practice for residential buildings. Dry / wet rising mains valves and equipment should be inspected, maintained and tested in accordance with BS 9999. Records are held by the Lambeth Housing Technical Services Team. Fire Brigade access to mains must be maintained at all times.</p>		
16.3	<p>Automatic foam installations</p> <p>The installation of automatic foam drencher systems (to cover the risks of oil fired boiler installations) is required under the Regulatory Reform (Fire Safety) Order. These systems must be serviced in accordance with the appropriate British Standard (e.g. serviced at least annually). Records are held by the Lambeth Housing Technical Services Team.</p>		
16.4	<p>Sprinkler installations</p> <p>The installation of automatic foam drencher systems (to cover the risks of oil fired boiler installations) is required under the Regulatory Reform (Fire Safety) Order. These systems must be serviced in accordance with the appropriate British Standard (e.g. serviced at least annually). Records are held by the Lambeth Housing Technical Services Team.</p>		

17. Fire safety signs and notices

17.1	The Health and Safety (Safety Signs and Signals Regulations) place a duty on employers to display a safety sign in all instances where a hazard cannot be controlled or avoided by other means, for example by the installation of protective devices (such as a guardrail) or other engineering controls or by organising a safe		
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	system of work. Records are held by the Technical Services Team.		
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18. Refurbishment works

18.1	<p>Lambeth Housing when undertaking major or refurbishment works to residential property will assume that the protection incorporated into the design and fabric of the building (at the time of construction) was sufficient to reduce the spread of fire. It will ensure that the protection designed into the building at the time of construction has not deteriorated or been altered and will ensure the areas where works is being specified/undertaken are brought into line with current Building Regulations requirements.</p> <p>During the course of major or refurbishments works all reasonable actions will be undertaken to ensure that the passive fire protection is clearly specified and understood by the main contractor for the work, as well as those installing or altering the protection. The process for any major works or refurbishments will incorporate the following steps to ensure that the passive and active systems are not affected and are improved where necessary: These activities are monitored as an element of the Construction Design and Management activities surrounding the major works.</p> <p>The fire risk assessment should be reviewed and incorporated into the design brief for the areas where works are to be altered or improved.</p> <ul style="list-style-type: none"> • The original Building Regulations applied at the date of construction should be reviewed to ensure that the original provisions installed/built have not been contravened. Where they have been contravened those works should be included in the brief and recharges where necessary sought. • Building Regulations, British Standards and Industry Guidelines will ensure Competent Designers/Architects are specifying the works Part B of the employed and maintaining an audit trail demonstrating competency. • The specification/brief for the refurbishment works will include the steps to bring the building in line with current Building Regulations with specific requirements to consult; Building Regulations (as amended) - Approved document "B"- Fire Safety. • LBL Building Control will be involved during the design/application and approval of ongoing construction works to satisfy compliance with Building Regulations requirements. • On-site monitoring will be employed to ensure that works comply with and do not affect passive/active fire safety control which will be maintained/improved during major works is via several mechanisms. <p>Where non-compliant leasehold front entrance doors are identified contravening the passive protection of the common parts, the leaseholder will be informed of the risk and will be offered the opportunity to opt into any door replacement programme.</p>		
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	<p>Briefs/specifications for Major works will incorporate the following (where applicable):</p> <ul style="list-style-type: none"> • Applicable provisions contained within the Building Regulations (as amended) - Approved document "B"- Fire Safety • The installation of hard-wired smoke detection with individual dwellings • The installation of Emergency Lighting within the common areas • Installation of smoke dispersal/ventilation systems • Renewal and/or improvement works to the fire doors and protection within the common parts • Installation of fire signage within the common parts. • Consultation with the 'Enforcement Authority' the LFB. 		
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19. Monitoring and audit

This policy will be reviewed every year, or as and when there are changes to any legislation and national policy governing this area of work.

Revision	Date	Description of changes	Author
1.0	2 nd Jan 2017	Initial Release	B. Rimmer
1.01	22 Jan 2017	Document reviewed and comments inserted	T. Davies
1.02	3 rd May 2017	Document modified to include comments	P. Scott
1.03	19 May 2017	Final update – new section linking sheltered / hostels / TMOs	P. Scott
1.04	13 June 2017	New style	L Boardman
1.05	16 June 2017	Reviewed and updated	T Davies
1.06	7 th July 2017	Minor clarification – communal areas	P. Scott
1.07	17 th August 2017	Change in procedure re sterile common parts	T Davies
1.08	25 Sept 2017	Change in procedure re sterile common parts (new LFB instruction) and inserting new ref to Communal Area Fire Safety Policy	P. Scott
2.2	19 th June 2018	Change to fire evacuation in sheltered communal areas wording (only) to clarify (no policy change)	P.Scott
		Review every 12 months	Author
		Jan 2018	