

Fire Door Inspection Policy

Document Owner	Head of Property Safety
Prepared by	Operations Director Fire Safety Project Manager
Approved by	Operations Management Team Directors Group
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Monitoring, Auditing and Reporting	<ol style="list-style-type: none"> 1. KPI on door inspections 2. External audit programme – fire risk 3. ISO 9001 accreditation (when achieved) for Property Safety

1. Scope and Aims

- 1.1. To ensure that checks are made of fire doors in all flat blocks – both individual and communal.
- 1.2. To ensure that information is given to all residents (tenants, leaseholders, and shared owners) relating to their flat entrance door.

2. Equality and Diversity

- 2.1. An equality and diversity impact assessment screening has been carried out and is attached as an appendix to this Policy.
- 2.2. The screening exercise established that the approach to fire door inspection has no equality and diversity implications.

3. Resident Consultation

- 3.1. Specific resident consultation will be undertaken with residents at our two high rise (18 meter plus) buildings.
- 3.2. This is incorporated into the agenda of the Resident Engagement Strategy for those buildings.
- 3.3. Information on the performance of fire doors and the inspection programme will be annually sent to all residents.

4. Policy Statement

- 4.1. We will visually check all communal fire doors. Within our 11+ meter dwellings this will be at least every three months.
- 4.2. Within our smaller buildings communal doors will be inspected at part of the Fire Risk Assessment regime and through the estate inspection programme. This will ensure that all doors across our entire property portfolio are free from damage and are likely to perform as designed by the manufacturer.
- 4.3. Fire doors to all individual flats will be checked annually in all flat blocks.
- 4.4. Where a leaseholder or shared owner requires work to their fire door, they will normally arrange for that work to be undertaken themselves. If the door requires replacing a repayment arrangement will also be offered to the resident to enable them to afford the necessary, work. This commitment is being made to ensure necessary fire protection work is undertaken in our highest risk dwellings, protecting the building's fire performance and limiting the fire risk to residents.

- 4.5. Hexagon will seek any money owed where the leaseholder or shared owner has failed to keep with their repayment arrangement via the small claims court (specifically a money judgement order).
- 4.6. Information on fire door performance, inspection and maintenance will be provided to all tenants, leaseholders and shared owners and refreshed every year or when there is a change to legislation.

5. Legal Framework

- 5.1. The Fire Safety Act 2021 - clarifies that flat entrance doors must be considered in the Fire Risk Assessment mandated by the Fire Safety Order.
- 5.2. The Fire Safety (England) Regulations 2022 - require regular checks to ensure that self-closing devices are working and the fire doors including flat entrance doors are in efficient working order and in good repair.
- 5.3. Landlord and Tenant Act 1985 – specifies the landlord’s responsibilities including an obligation to maintain a property, including the structure in ‘proper working order’.
- 5.4. Hexagon’s Tenancy Agreement – clause 4.15 (damaging, altering, removing fire doors)
- 5.5. Hexagon’s commercial lease agreement – section entitled ‘Repairs on Notice’ or ‘Repairs and Upkeep’ clauses 3.6, 4.4, 4.6 details the owner’s repairing responsibilities and Hexagon’s ability to access the property to remedy repairs not completed.
- 5.6. Hexagon’s residential lease agreement – clause 3.23 Shared Owners and Lessees are able to request permission to change their door – must meet current fire regulation.

Clause 3.4 Repair [responsibilities] Lessees are responsible for the interior of the property including fitments in the windows and doors

Appendix 1: Equality Impact Assessment

Part one: Initial Screening

Name of policy, service, or function	Fire Door Inspection Policy
Persons completing initial screening	Andy Vincent

Analysis of relevant data

Data Type	Summary and Analysis
Organisation Statistics	Hexagon manages properties with 560 communal and flat entrance fire doors in 21 medium and high-rise properties.
National / Regional Statistics	<p>12,000 buildings or 691,000 residential dwellings in high-rise properties in England.</p> <p>https://assets.publishing.service.gov.uk/media/62f3c722e90e076cfa481c31/Building_Safety_Data_Release_July_2022.pdf</p> <p>Over 100,000 medium rise properties</p> <p>https://www.insidehousing.co.uk/news/more-than-100000-medium-rise-buildings-outside-scope-of-fire-safety-measures-minutes-reveal-64231</p>
Qualitative data from colleagues managing/delivering the service area	This policy clarifies how we meet our requirements under the Fire Safety Order 2021 and Fire Safety Regulations 2022.

Resident Involvement

Method	Data
Consultation	Consultation conducted with residents of Parkspring and Patrick Court.

Screening

Protected Characteristic	Is impact positive, negative, or none			Reason
	Positive	Negative	No Impact	
Age			X	The inspection programme is undertaken for all properties in specific circumstances (listed above).

Disability			X	
Sex			X	
Gender reassignment			X	
Race			X	
Religion or belief			X	
Sexual orientation			X	
Socio-economic			X	
Literacy			X	

What are the arrangements for monitoring the policy and its impact on customers?

KPI data produced monthly to evidence the delivery of the inspection programme.

Feedback on the inspection programme will be gathered from the residents of Patrick Court and Parkside as we will be engaging with them regularly (the fire door inspection programme will be a standing item on their meeting agendas).

As no negative impact has been identified for any group in this screening, we will not proceed to Part 2 of the Equality Impact Assessment.