

## Fire Safety Management Policy

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Monitoring, Auditing and Reporting	<ol style="list-style-type: none"><li>1. Via the CX repairs system the number of repairs requested, and completion timescales can be monitored. This data is included in the general repairs Performance Indicators.</li><li>2. The Asset Management Plan will identify the number of systems due for renewal annually with the associated budget</li></ol>

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## **1. Introduction**

- 1.1 Hexagon is committed to maintaining the required standard of fire safety to protect its residents, any other relevant people lawfully in its buildings, or who may be affected by its activities. Hexagon will take precautions to reduce the risk of fire by eliminating and reducing significant risks where reasonably practicable, then managing and controlling the remaining residual risks through appropriate mitigation measures.
- It is Hexagon's policy, so far as is reasonably practicable, to ensure that, all buildings which Hexagon manage;
- are designed and constructed (internally and externally) in accordance with all fire and other relevant safety regulations / duties including Part B of the Building Regulations;
  - are maintained and refurbished to a standard which supports adequate fire safety;
  - have suitable means of escape in the event of a fire;
  - have a suitable fire strategy in place, which is reviewed periodically as required;
  - have a suitable and sufficient fire/smoke alarm system within dwellings installed and maintained to ensure building occupants receive adequate warning of a fire and, where appropriate, also in communal areas or other parts of the building;
  - have suitable and sufficient fire safety information and instruction provided to staff, residents and others who may be affected; and
  - have suitable management arrangements for identifying and controlling fire risks, and these are maintained and periodically reviewed.
- 1.2 Hexagon will comply with its legal obligations in relation to fire safety and will discharge the duties imposed on it as a building owner, accountable person and responsible person. Hexagon will endeavour to work with residents to address any fire safety concerns that have been identified and will, where necessary and reasonable, take steps to remove any fire risk, including taking legal action against residents whose actions are deemed by Hexagon to give rise to a fire safety risk.

## **2. Scope**

- 2.1 This policy applies to all buildings under the management of Hexagon which provide residential accommodation. These include all residential accommodation provided as social housing and those occupied by leaseholders / shared owners.
- 2.2 Hexagon offices are not included in the remit of this policy.

## **3. Legal framework**

- 3.1 The following is the key legislation which relates to fire / building safety;

- Social Housing (Regulation) Act 2023
- The Building Safety Act 2022
- The Fire Safety Act 2021 (the FSA)
- Fire Safety (England) Regulations 2022
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- The Construction (Design and Management) Regulations 2015
- The Building Regulations and associated Approved Documents
- The Regulatory Reform (Fire Safety) Order 2005 (the RRO)
- The Housing Health and Safety Rating System (England) Regulations 2005
- The Housing Act 2004
- The Landlord and Tenant Act 1985
- The Occupiers Liability Act 1984
- The Defective Premises Act 1972
- The Occupiers' Liability Act 1957

3.2 This policy primarily relates directly to fire safety related legislation and duties, specific duties arising under from the Building Safety Act are covered separately in the Hexagon Property Safety Strategy and the Hexagon Fire Safety Management Framework.

3.3 In addition to the duties referred to in this policy document Hexagon is also cognisant of its obligations to its regulator as set out in the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency. This provides;

*'Registered Providers must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.'*

3.4 Hexagon will take into account guidance issued by the Government, via the Secretary of State, the Department for Levelling Up, Housing and Communities (**DLUHC**), formerly the Ministry of Housing, Communities and Local Government, along with the Health and Safety Executive (**HSE**), London Fire Brigade (**LFB**) and any other relevant agencies/bodies.

3.5 Hexagon have existing arrangements which satisfy the requirement for an organisational Health and Safety Lead under the Social Housing (Regulation) Act 2023. The duties of the role extend beyond purely fire, as such the Head of Property Safety will be the organisation's Health and Safety Lead and will ensure;

- monitor Hexagon's compliance with health and safety requirements;
- assess the risks of a failure to comply with compliance standards; and
- highlight and work to resolve any issues.

## 4. Key policy objectives

4.1 The key Hexagon Fire Policy objectives are;

- to meet all of its duties as a Responsible Person under the RRO and the FSA;

- to meet all of the relevant duties of Principal Accountable Person and Accountable Person (as applicable) under the Building Safety Act;
- to instruct a competent 3<sup>rd</sup> party to carry out fire risk assessments for all relevant buildings;
- to suitably monitor those carrying out fire risk assessments to ensure they are undertaken in line with legal requirements and guidance and that they identify all risks / lack of management controls that require attention;
- to ensure suitable and sufficient fire risk assessments carried out cover the requirements of both the RRO and FSA;
- to action any recommendations set out in any fire risk assessment within the time frame prescribed or where no time frame is prescribed as soon as reasonably practicable given the nature and extent of the risk; and
- to adhere to all legal obligations and relevant guidance in relation to fire safety.

## **5. Roles and responsibilities**

### **5.1 Hexagon ‘body corporate’**

- 5.1.1 Where Hexagon is the Responsible Person under the RRO or FSA for a building it will meet those obligations.
- 5.1.2 Where Hexagon is the Principal Accountable Person (PAP) and/or Accountable Person (AP) it will meet those obligations and work with other parties where they are either PAP or AP.
- 5.1.2 Hexagon owes a duty of care as a landlord and building owner under the Health & Safety at Work etc. Act. As required by that duty Hexagon will do everything reasonably practicable to ensure those not in its employment are protected from a risk to their health and safety.

### **5.2 Chief Executive**

- 5.2.1 The Chief Executive of Hexagon will;
  - ensure suitable and robust arrangements are in place to assist Hexagon in complying with its relevant legal duties;
  - appoint, employ or instruct an adequate number of competent people to reasonably assist Hexagon in meeting its legal obligations in relation to fire safety; and
  - ensure sufficient resources are allocated in terms of time, finance and facilities to reasonably assist Hexagon in meeting its legal obligations in relation to fire safety.

### **5.3 Operations Director**

- 5.3.1 The Operations Director will, either directly or via delegation to relevant heads of service, implement and make available suitable and sufficient resources to ensure Hexagon complies with its duties and obligations when;
  - building refurbishment is planned and carried out, including any legal duties to ensure compliance with Building Regulations, and to reasonably consider any

relevant government guidance related to fire safety and Building Regulations generally;

- instructing fire risk assessments to be carried out and kept under review (where Hexagon is legally obligated to do so);
- implementing fire safety arrangements and general fire safety precautions;
- undertaking fire safety works programmes in accordance with any legal obligations Hexagon may have relating to those works programmes;
- ensuring this policy is kept up to date to reflect any new legislation and related legal obligations;
- where reasonably required, actioning any steps set out under an Enforcement Notice relating to fire safety and which is issued by the Fire Brigade and/or the Local Authority;
- providing residents with all relevant fire safety information when they become a tenant or leaseholder and to continue to update the residents when this information is amended or revised;
- implementing a suitable 'estate inspection' programme to identify, as far as reasonable, any potential fire safety concerns;
- dealing with issues of no-access by tenants where the access relates to fire safety, by cooperating with other departments to share information; and
- dealing with, and taking appropriate steps in response to, tenant concerns regarding fire safety.

## **5.4 Director of Development and Sales**

5.4.1 In relation to new development projects and new build properties, the Director of Development and Sales will;

- Ensure that suitable consideration is given to fire safety during the design stage of development projects; and
- Where appropriate involve relevant Hexagon staff alongside any retained specialist consultants in the design stage of development projects to consider all fire safety requirements of the design.

## **5.5 Head of Property Safety**

5.5.1 The Head of Property Safety will:

- keep up to date with changes to fire safety legislation, regulations and guidance and, where Hexagon is the Responsible Person under the RRO, the FSA or any other relevant piece of legislation or regulation, will advise accordingly the relevant persons including persons with delegated fire safety responsibilities;
- arrange for fire risk assessments to be carried out (where Hexagon is legally obligated to do so);
- provide technical advice, training, and collate, monitor and audit fire safety management across Hexagon;
- periodically review and update (where necessary) the Hexagon Fire Safety Policy and Fire Safety Framework along with any supporting procedures;
- review the fire risk assessments to ascertain whether they are suitable and sufficient;

- investigate and report on fire safety incidents, accidents and dangerous occurrences as appropriate, advise on remedial actions; and report to Director's Group and Hexagon's Board.;
- maintain risk registers and be accountable for achieving the targets associated with the key policy objectives;
- manage their team so it has sufficient competent individuals to suitably manage the corporate fire risk assessment contracts and review the output from those contracts;
- monitor and maintain suitable arrangements for undertaking quality control reviews of fire risk assessments; and
- monitor and maintain the review process for fire risk assessment recommendations.

5.5.2 The Head of Property Safety will lead on developing a suitable and proportionate approach for any new legislation which is enacted and which relates to fire and building safety.

## **5.6 Stock Improvement Manager**

5.6.1 The Stock Improvement Manager will ensure:

- there is a robust and objective process for prioritising capital works;
- building refurbishment is planned and carried out in compliance with Building Regulations, Government guidance and other applicable regulatory requirements;
- all works undertaken are in line with the requirements and recommendations of the Hexagon Fire Safety Framework;
- staff within their team are competent to understand the fire safety implications of their role and the works they commission;
- project works are planned thoroughly to, as far as is reasonably possible, anticipate foreseeable fire safety issues;
- (where applicable) project planning suitably includes liaison with the Principal Designer under any construction contract, and the Property Safety Team within Hexagon; and
- the Lifespan asset management system is maintained, fit for purpose, kept up-to-date and is accessible to all those that need the information.

## **5.7 Responsive Repairs Manager**

5.7.1 The Responsive Repairs Manager will ensure;

- all works undertaken in relation to repairs and maintenance are in line with the requirements and recommendations of the Hexagon Fire Safety Framework;
- staff within their reporting line are competent to understand the fire safety implications of their role and the works they commission; and
- clearly defined standards in relation to fire safety are set with the repairs contractor and these are monitored appropriately.

## **5.8 Fire Safety Project Manager**



5.8.1 Under the direction of the Head of Property Safety, the Fire Safety Project Manager is responsible for day-to-day;

- implementation of the Hexagon Fire Safety Management Framework along with any relevant fire safety procedures;
- management of staff training and advice including arranging / delivering training and briefing sessions;
- communication on fire safety and related issues with residents;
- management of contractors engaged to undertake fire safety works, either as a result of a fire risk assessment or raised via a different route;
- supervision of contractors so that works are specified and completed to the suitable standard;
- management of fire safety actions / recommendations to reasonably ensure they are completed to the required standards; and
- management of all contractors involved in either works or servicing / testing in relation to fire safety to reasonably ensure suitable records are produced, stored and updated.
- Undertaking post inspections of fire safety work ordered via the Property Safety Team – taking a risk based risk approach to monitoring repairs and maintenance work that is undertaken in buildings, including post inspection of higher risk work and a sample of other works.

## **5.9 Head of Housing**

5.9.1 The Head of Housing will;

- support the Property Safety Team and Service Providers in gaining access to carry out fire safety work;
- resolve fire safety actions relevant to their area in a reasonable time and manner;
- record and share with any relevant persons within Hexagon (as appropriate), and act upon, concerns raised by or regarding residents and fire safety;
- arrange for information to be shared with the Property Safety Team regarding any resident who either 'self-reports' or about whom concern is raised in relation to evacuating their property in the event of an emergency;
- identify, and work with residents to resolve, housekeeping related fire safety concerns; and
- update Hexagon's internal registers and the online compliance database, True Compliance, as appropriate in relation to fire safety.

## **5.10 Neighbourhood Services staff with focus on Supported Housing**

5.10.1 Those Neighbourhood Services staff with specific responsibility for Supported Housing will;

- support, as appropriate, the Property Safety Team and Service Providers in gaining access to carry out fire safety works or inspections;
- resolve fire safety actions relevant to their area within a reasonable time and manner;



- record and share with any relevant persons within Hexagon (as appropriate), and take reasonable steps to address fire safety concerns raised by or regarding residents;
- share information to the Property Safety Team regarding any resident who either 'self-reports' or about whom concern is raised in relation to evacuating their property in the event of an emergency;
- highlight and then work with residents to resolve housekeeping related fire safety issues; and
- update Hexagon's internal registers and the online compliance database, True Compliance, as appropriate in relation to fire safety.

## **5.11 Project Managers / Works Supervisors**

5.11.1 All Project Managers / Works Supervisors working for or on behalf of Hexagon will;

- ensure that all building refurbishment / repair work is planned and carried out in compliance with Building Regulations, Government guidance and other applicable requirements relating to fire safety;
- make appropriate reference to fire risk assessments and other associated fire related documentation when scoping works / repairs;
- make themselves aware of, and work to, the standards detailed in the Hexagon Fire Safety Management Framework; and
- suitably liaise with the Property Safety Team in relation to any fire safety issues.

## **5.12 All staff**

5.12.1 All Hexagon staff (and others working on the behalf of Hexagon) will take steps to;

- inform their managers of work situations which pose a danger or risk to fire safety;
- inform their managers of any failings in fire safety arrangements including defects in fire precautions, fire equipment and housekeeping which they reasonably know of;
- report all fire incidents to their Line Manager and the Property Safety Team for investigation; and
- make themselves aware of, and work to, the standards detailed in the Hexagon Fire Safety Management Framework and other relevant fire safety guidance.

## **6. Arrangements**

Hexagon takes the management of fire risks seriously and has established appropriate standards based on risk, regulatory and legal requirements and the terms of tenancy agreements and leases.

Detailed information regarding the arrangements, standards and practices in place is detailed in the Hexagon Fire Safety Management Framework.

### **6.1 Fire risk assessments**

- 6.1.1 One of the key requirements of the RRO is that a suitable and sufficient fire risk assessment (**FRA**) is carried out. This FRA is review of the adequacy of existing fire safety and sets out recommendations where it is deemed necessary to reduce any identified fire risk.
- 6.1.2 To discharge its obligations under the RRO, Hexagon will carry out and document FRAs for all buildings where it is deemed the Responsible Person under the RRO.
- 6.1.3 The industry best practice standard in relation to FRAs is British Standard of Publicly Available Specification 79 (**PAS 79**). It is this format which Hexagon will take reasonable steps to ensure is used for conducting all FRAs. Hexagon will do this by instructing a competent professional to undertake FRAs, to the extent it is legally obliged to undertake a FRA at a property.
- 6.1.4 Additional focus in relation to external fire spread issues (highlighted by significant fires at Shepherd's Court and Grenfell Tower in particular) has been incorporated into the template for FRAs.
- 6.1.5 A FRA will be carried out in advance of any new Hexagon property being occupied, where required and appropriate. This will then be reviewed after occupation to ensure that all relevant recommendations are reasonably addressed in a timely manner.
- 6.1.6 Hexagon's residential properties have been broadly separated into four groups for the purposes of fire risk assessment:
1. **Supported Housing** – This group includes any housing designated as 'supported' and where there is 'support provision' (whether provided by Hexagon or a 3<sup>rd</sup> party). The premises themselves will likely fall into one of the other three groups, however due to the nature of the resident profile these properties are to be treated separately.
  2. **Converted Street properties** – This term refers to any property which was not originally intended to be multi-dwelling or multi family. For example, a larger traditional home separated / split into individual units, this includes maisonettes.
  3. **House with one household** – These are self-contained street properties that may either be terraced, semi-detached or detached and do not have any common parts.
  4. **Purpose-built blocks / multi-dwelling properties** – This refers to properties specifically designed and constructed to contain 2 or more separate dwellings.
- 6.1.7 Under the RRO there is no obligation to carry out a FRA for buildings which do not contain any communal or shared parts. As such group 3 above is not included in Hexagon's FRA programme, however Hexagon is committed to ensure this does not translate into lower safety standards for houses.

6.1.8 While the individual risk rating for each building is determined by the conclusions within the FRA, Hexagon has for prioritisation purposes broadly grouped those properties which require an FRA as follows;

Risk Level	High	Medium	Low
Interval of FRA	1 year	2 years	3 years
Interval of estate inspections	6 months	1 year	
Property Types	<ul style="list-style-type: none"> <li>Supported Housing</li> <li>Hostels\HMO's*</li> <li>Purpose-Built High-Rise Flats (6+ storeys)</li> <li>Commercial property</li> </ul>	<ul style="list-style-type: none"> <li>Purpose Built Flats (3 to 5 storey)</li> <li>House converted to flats (3+ storeys)</li> </ul>	<ul style="list-style-type: none"> <li>Purpose Built Flats (1 to 2 storey)</li> <li>House converted to flats (up to 2 storeys)</li> </ul>

\* As a Registered Provider the properties managed by Hexagon do not legally classify as HMO's however Hexagon will treat them as such for the purposes of risk management / follow government guidance re: recommended fire safety measures.

## 6.2 Fire risk assessment 'reviews'

6.2.1 Hexagon has previously undertaken what were termed as 'FRA reviews' and these will now form part of the wider Hexagon 'estate inspection' programme.

6.2.2 These inspections cover other broader housing and property management and entail a standardised inspection template and questions, including those with specific fire / building safety focus. All inspections are electronically recorded and actions tracked to completion.

6.2.2 As part of the change from 'FRA reviews' to estate inspections the Head of Property Safety liaised with Neighbourhood Services to ensure the frequency of visits to buildings was not reduced and that issues highlighted in the FRAs are addressed as far as is reasonably practicable.

## 6.3 Fire risk assessment recommendations

6.3.1 FRAs describe and evaluate the control measures in place at a property and comment on the fire safety arrangements more generally. Where it is deemed by the competent professional undertaking the FRA that current control measures are insufficient then recommendations for improvement will be made.

6.3.2 Hexagon will schedule and subsequently resolve all FRA recommendations in line with the timescales set out in the FRA itself or in accordance with this policy where such timeframes are not provided. Recommendations marked outstanding at the time of any previous FRA shall be replaced by the actions

scheduled in the new or updated FRA. This is to ensure that the most recent and therefore the action most likely to be 'current' is acted upon.

6.3.3 FRA recommendations must be allocated a risk rating by the fire risk assessor, and this will be set out within the FRA. These recommendations will, unless the assessor deems it necessary due to specific circumstances, be in line with the table below. Risk ratings can be escalated if considered necessary by the fire risk assessor.

6.3.4 FRA recommendations will be allocated a target date and are to be resolved within the timescale given. These timescales will, unless the assessor deems it necessary due to specific circumstances, be in line with the risk matrix set out below.

6.3.5 The table below sets out the generally expected timescales by which actions will be completed (except in the case of very high-risk actions, which are to be dealt with or mitigated immediately).

Category	Resolution timescale	Description	Examples
Cat A High Risk	<b>ASAP But within 30 days</b>	Serious breach of legislation that may cause serious harm to occupants.	<ul style="list-style-type: none"> <li>• Key needed to unlock gate on escape route.</li> <li>• Flammable or dangerous substances stored in common areas.</li> <li>• Locked or obstructed final exits.</li> <li>• Storage of combustible material within electrical inlet/riser cupboards.</li> </ul>
Cat B Med Risk	<b>Within 90 days</b>	Breaches in fire safety standards that cannot reasonably be carried out in less than 30 days.	<ul style="list-style-type: none"> <li>• Compartmentation issues, such as damaged or missing fire doors.</li> <li>• Fire doors not fully closing or damaged closer</li> <li>• Storage of combustible material in common/service areas.</li> </ul>
Cat C Low Risk	<b>Within 180 days</b>	Matters that should be addressed as good practice but do not constitute an immediate threat to occupants.	<ul style="list-style-type: none"> <li>• Installation of emergency lighting systems.</li> <li>• Missing signage.</li> <li>• Missing intumescent strips and cold smoke seals.</li> </ul>

## 6.4 Requirements under the Fire Safety (England) Regulations 2022

6.4.1 The Hexagon Fire Safety Management Framework details how the organisation will abide by its duties under the Fire Safety (England) Regulations 2022 including;

- Inspections by a competent person for both dwellings and communal fire doors
- Provision of wayfinding signage
- Provision of suitable information to the Fire Brigade regarding the building, related fire safety equipment and (where relevant) specific residents

## **6.5 Inspection, testing & maintenance of fire safety systems**

6.5.1 The Hexagon Fire Safety Management Framework details by whom, how frequently and what testing, inspection and maintenance will be carried out.

6.5.2 All fire equipment is serviced at regular intervals as set out in British Standards. Any needed repairs identified as a result of PPM inspections and/or repairs will be captured on the contractor's portal. Repairs below £500 will be progressed in agreement with the terms of the contract and any quoted works will be raised in our repairs system (CX) to allow Works in progress to be managed. Unless complex works all works will be completed in line with our repairs policy –

Priority 1: Emergency. To be attended to and made safe within 2 hours and rectified within 24 hours.

Priority 2: Routine. To be completed within 28 calendar days.

## **6.6 Use of specialist 3rd party consultants**

6.6.1 Hexagon has a long-term professional relationship with an independent specialist fire safety consultancy firm who are tasked with carrying out its fire risk assessments. They are 3<sup>rd</sup> party accredited by the industry best practice body to ensure their assessors are competent and the fire risk assessments are of suitable quality. Notwithstanding this Hexagon will periodically review FRAs received in order to ensure they are suitable and sufficient.

6.6.2 Any specialist 3<sup>rd</sup> party fire safety engineers used by Hexagon will be vetted to ensure they have suitable competencies, qualification, insurance cover and experience.

## **6.7 Selection and monitoring of contractors**

6.7.1 The maintenance and servicing of equipment / systems provided for the purpose of preventing, highlighting or fighting fire will be undertaken by a suitably qualified/accredited contractor managed by the Property Safety Team. Records for this testing and maintenance will be held on True Compliance, Hexagon's online compliance database.

6.7.2 Fire doors, fire stopping, and all passive fire protection remedial work shall be carried out only by 3<sup>rd</sup> party accredited contractors. This includes the upgrading, repair and replacement of fire doors and the making good of any damaged compartment walls or ceilings and the installation of or repair to fire stopping / breaks.

## **6.8 Evacuation**

- 6.8.1 All purpose built flat blocks will have a fire strategy in place. This sets out fire mitigation measures, fire sounding and evacuation arrangements.
- 6.8.2 A number of flat blocks have in place full evacuation arrangements should a fire alarm be sounded. This and all other fire strategies are and will be informed by / based on the fire risk assessment.
- 6.8.3 Others have delayed evacuation arrangements in place, requiring notification from a 3<sup>rd</sup> party (normally the LFB) that evacuation can commence.

## **7.0 Staff training**

- 7.1 To ensure a general level of fire safety awareness across all staff, The Property Safety Team will ensure that, as a minimum and as a part of staff members' mandatory safety related training, that staff members are provided a briefing on:
  - a. the leading causes of fires within residential housing stock;
  - b. the key preventative measures which are to be taken;
  - c. how their role can assist with maintaining high fire safety standards;
  - d. key / common issues which they should highlight for action should they encounter them (e.g. unauthorised storage / waste disposal); and
  - e. those parts of their role which may have an indirect or direct impact on resident safety.
- 7.2 The Property Safety Team will also arrange relevant/appropriate training for the Executive Team and Board members.
- 7.3 Further detail on staff training is detailed in the Fire Safety Management Framework.

## **8.0 Refurbishment works**

- 8.1 The Property Safety Team will review the need for, plan, commission and manage works directly related to fire safety.
- 8.2 Hexagon when undertaking any refurbishment works will reasonably ensure that all relevant information available about the building is taken into account. In addition, that works are planned and designed to ensure the works specified are suitable for the building and adequately mitigate risk.

## **9.0 Enforcement**

- 9.1 All Fire Enforcement Notices, letters threatening enforcement action or those highlighting any deficiencies (the “Notices”) received by Hexagon must be forwarded to the Chief Executive and Operations Director immediately.
- 9.2 The Head of Property Safety will ensure that any Notices issued by the Fire Brigade are reviewed and acted upon in a reasonable timeframe and manner.
- 9.3 The Head of Property Safety and the Fire Safety Project Manager will liaise with the Fire Brigade and other enforcement authorities as appropriate in relation to any Notices issued and the work being undertaken to resolve them.
- 9.4 The Fire Safety Project Manager shall maintain an internal Notices Register listing each Notice, its date of receipt and the anticipated date of resolution.
- 9.5 The monthly ‘compliance dashboard’ reported to Directors Group, and reported on a quarterly basis to the Board, includes information on notices received and the action being / which has been taken.

## 10.0 Monitoring and review

- 10.1 Hexagon will monitor implementation of this policy using, along with routine contractor management processes, the set of performance measures below;

Measure	Target	Reporting Interval	Reviewed by
No. of Blocks with <u>current</u> FRA on file	100%	Monthly	Directors Group, monthly and quarterly by performance management committee and board
No. of <u>overdue</u> Fire Actions	Zero		
No. of live Notices of Deficiency or Enforcement Notice received from Fire Authorities	No target		
No. of overdue actions resultant from Notices of Deficiency or Enforcement Notice received from Fire Authorities	Zero		
Fire alarm\ detection equipment & emergency lighting inspected and tested on programme (Contractors)	100%		To be introduced as part of upgrade to capability of True Compliance system – end of Q2 2024.

- 10.2 This policy and all Hexagon fire safety documents will be reviewed periodically as well as in light of significant changes to either guidance or legislation.



## **Appendix 1: Summary of main duties of The Regulatory Reform (Fire Safety) Order 2005**

The key requirements of The Regulatory Reform (Fire Safety) Order 2005, which are intended to be met by implementation of this policy, are:

- Taking general fire precautions to ensure that relevant persons are safe in the event of a fire (article 8)
- Carrying out a risk assessment, making and giving effect to fire safety arrangements, and keeping certain records (article 9)
- Taking measures for fire detection and providing fire-fighting equipment (article 13)
- Premises, facilities and any other equipment and devices are suitably maintained (Article 17).
- Maintaining emergency exits and routes to emergency exits to ensure they provide quick and safe escape to a place of safety (article 14)
- Appointing competent persons to help discharge these duties (article 18), with due consideration to the Fire Safety (Employees Capabilities) (England) Regulations 2010
- Providing safety training to employees (article 21)
- Providing fire safety risk information to those occupiers and any other relevant persons (articles 19 / 20)
- Taking account of any dangerous substances held within a premises (articles 12 / 16)
- Consider any additional control measures required where young persons are employed (article 9)
- Co-operate and seek co-operation from other persons \ organisations utilising or sharing our premises (article 22)

### **The Responsible Person**

The Regulatory Reform (Fire Safety) Order 2005 imposes fire safety duties on the responsible person for any premises covered by the order. The responsible person is clearly defined in article 3 of the order as follows:

- 3a. In relation to the workplace, it is the employer who is responsible for any measures over which they have control.
- 3b. If the premises is not a workplace, or the employer does not have complete control of the premises then
- 3b. (i) Where the person who does have control of the premises (as occupier or otherwise) or (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on of trade, business or other undertaking.

There may be more than one responsible person, an employer may have control of how the premises is used and managed the owner may have control of the structure, see article 5.

- Article 4 specifies what general fire precautions are and what the responsible person must do in general terms.
- Reduce the risk of a fire starting and reduce the risk of it spreading
- Ensure adequate available escape routes.
- Ensure that they are clear and able to be used safely
- Ensure that there is suitable firefighting equipment (extinguishers)
- Ensure that there is a suitable detection and warning system
- Ensure that there is a suitable action plan and that instruction and training has been given.

Article 5 specifies that the responsible person must comply with fire safety duties as described by articles 8-24 of the order and that any other persons who have any degree of control must comply with those articles over which they have control so far as the extent of their control allows.

## Appendix 2: Equality Impact Assessment

## Initial Screening

<b>Name of policy, service or function</b>	<b>Fire Safety Policy</b>
<b>Persons completing initial screening</b>	Policy Officer

Protected Characteristic	Say if impact is positive, negative, or none			Reason
	Positive	Negative	No Impact	
<b>Age</b>	X			This policy makes specific provision for any resident who either 'self-reports' or about whom concern is raised in relation to evacuating their property in the event of an emergency. This is likely to impact positively on older residents and children.
<b>Disability</b>	X			As above
<b>Gender</b>			X	No impact identified
<b>Gender reassignment</b>			X	No impact identified
<b>Race</b>			X	No impact identified
<b>Religion or belief</b>			X	No impact identified
<b>Sexual orientation</b>			X	No impact identified
<b>Socio-economic status</b>			X	No impact identified
<b>Literacy</b>			X	This policy makes provision for providing the document in alternative formats.

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

1. Monthly reporting to Directors Group
2. Quarterly reporting to Board
3. Periodic review of the policy, including completion of Equality Impact Assessment.

**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.**