

| <b>Policy</b>            | <b>Fire Safety Policy</b>                                                                                                                                                                                                                                                     |                   |                |
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| Department               | Estates                                                                                                                                                                                                                                                                       |                   |                |
| Approval Date:           | June 2021                                                                                                                                                                                                                                                                     | Issue Date:       | June 2021      |
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| Other Relevant Documents | Health and Safety Policy<br>Fire Evacuation Procedures<br>Dealing with Fire Incidents Procedure<br>Mandatory Occurrence Reporting Procedure<br>Resident's Fire Safety Factsheet<br>Fire Safety in Bedrooms Posters<br>Non-permitted Items Poster<br>Safety in Kitchens Poster |                   |                |

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## **1 Purpose**

This policy is prepared to address all fire safety-related issues in our buildings. It compliments and forms part of our Health and Safety Policy. It is designed to protect our employees, residents, young people and others from the effects of fire.

## **2 Definitions**

**PAP** – Principal Accountable Person

**AP** – Accountable Person

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**DCEO** – Deputy Chief Executive Officer

**HOE** – Head of Estates

**PEEP** – Personal Emergency Evacuation Plan

**RPEEP** – Residential Emergency Evacuation Plan

**PCFRA** – Person Centred Fire Risk Assessment

**EES** – Emergency Evacuation Statement

### **3 Scope**

This policy relates to the protection of employees, residents, young people and others from the effects of fire. It applies to all our buildings including move-on houses for residents.

### **4 General principles**

We recognise that fire precautions play an important part in health and safety for employees and others on our premises and we are therefore committed to minimising the risk of fire within our premises.

We ensure that we comply with the Regulatory Reform (Fire Safety) Order 2005 (which applies to England and Wales), the Fire Safety Act 2021, Fire Safety (England) Regulations 2022, the Building Safety Act 2022 Part 4 and Part 5 Section 156 and the Fire Safety (Residential Evacuation Plans) (England) Regulations 2026.

The local Fire and Rescue Authority is the enforcing authority. The legislation states that a Responsible Person must be appointed to be ultimately responsible for fire safety in premises to which the legislation applies. At YMCA London, City and North this is the Deputy Chief Executive Officer. The Responsible Person may decide to appoint additional Responsible Persons to assist him if he wishes.

The legislation also states that a Competent Person or Persons must be appointed to assist in the implementation of fire safety measures. Our appointed Competent Person is the HOE.

Our Fire Safety Policy is reviewed annually and updated as and when legislation changes or when new legislation is implemented. Revisions are brought to the attention of all employees.

With regard to Fire Safety (Residential Evacuation Plans) (England) Regulations 2026 our policy to determine if a resident is a 'relevant resident' under the regulations is as follows:-

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The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 which were introduced on 6th April 2026 aim to improve fire safety and evacuation of residents of specified residential buildings in England who would have difficulty in evacuating the building by themselves in the event of fire.

This difficulty may be as a result of a mobility, sensory or cognitive impairment.

The specified buildings are all high-rise residential buildings, containing two or more sets of self-contained domestic premises that are at least 18 metres above ground level or have at least 7 storeys).

In our case, this relates to the self-contained flats in Landed House and relates to the following self-contained flats:-

- 4 x 1 bed flats (4 people)
- 12 x 2 bed flats (24 people)

Definition of 'relevant resident'

A 'relevant resident' is someone whereby they have an impairment that may prevent them evacuating the building without assistance and their flat is their only or primary residence.

In order for a person to be included in the RPEEPs process the following criteria should apply:-

1. The 'relevant resident' has an impairment whereby their ability to evacuate without assistance in the event of fire is compromised. The length of stay should then be considered; if it is feasible to complete a PCFRA checklist and write an Emergency Evacuation Statement and put mitigations in place in the time available then they form part of the RPEEP's process. The length of time we consider we require to do the above is one month. If the resident is due to stay less than one month from the move-in date, then it is not considered feasible.

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2. The building must be their only or principal residence. Our policy is that the building is considered their only residence if they do not reside anywhere else or they stay, or plan to stay, more than 20 nights per calendar month in their flat at the Housing Project.

If the 'relevant resident' does not come within the scope of this policy, they should fall under the requirement for a traditional PEEP.

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## **5 References**

- Regulatory Reform (Fire Safety) Order 2005 (which applies to England and Wales).
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022 Part 4 and Part 5 Section 156
- Fire Safety (Residential Evacuation Plans) (England) Regulations 2026.

## **6 Responsibilities**

### **6.1 The Board of Trustees**

The Board of Trustees act as the 'Accountable Person' in respect of the Building Safety Act 2022 and its requirements. These requirements only relate to 'higher-risk buildings' which is currently only LandAid House. As there is only one AP, the board is also responsible for fulfilling the duties of the PAP (Principal Accountable Person).

### **6.2 Deputy Chief Executive Officer (DCEO)**

The Deputy Chief Executive Officer is appointed as the 'Responsible Person' who is responsible for ensuring that fire safety is managed across all buildings.

### **6.3 Head of Estates (HOE)**

The Head of Estates is responsible for:-

- Ensuring that this Fire Safety Policy is implemented and reviewed annually to reflect any changes within the organisation and is updated as required to comply with any new legislation or guidance.
- Ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation and training.
- Ensuring that our duties under the Building Safety Act section 156 are undertaken including recording of all findings from fire risk assessments and fire safety arrangements, communication of the Responsible Person's details to occupants and residents of the buildings and communication of fire safety arrangements to the residents in an easily understood format
- Ensuring that our duties under the Fire Safety (Residential Evacuation Plans) (England) Regulations 2026 are undertaken and that records of all residents living in self-contained flats in our high-risk building (currently only LandAid House) are kept.

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- Acting as the 'Competent Person' as required under the Regulatory Reform (Fire Safety) Order 2005. In addition, we must assess the relevant properties in accordance with the additional obligations as defined in the Fire Safety Act 2021.
- Acting as the 'Competent Person' for fire safety. The HOE has a level of training, experience and knowledge which allows them to understand and manage fire safety. They are responsible for ensuring that fire precautions are managed on a day to day basis.
- Registering our high-risk buildings (currently only LandAid House) with the Building Safety Regulator.
- In respect of our high-rise building (LandAid House) ensuring that a Building Safety Case report and annual review is submitted to the Building Safety Regulator in order to obtain and maintain the required Building Safety Certificate (BAC) for the building.
- Providing appropriate information to visitors and contractors visiting or working on the premises in order to protect them in the event of fire.
- Utilising the services of reputable competent fire safety management contractors or consultants, for fire safety advice, where required.
- Keeping the fire safety log book up to date and ensuring that all records relating to fire safety are maintained.
- Advising the Deputy Chief Executive Officer of any concerns or issues and ensuring corrective action is taken.
- Ensuring that:
  - Fire risk assessments are undertaken and reviewed every year or sooner if significant change has occurred and undertaking the necessary actions detailed in the report.
  - All employees are made aware of this policy and fire safety arrangements through appropriate information, instruction and training.
  - New starters are inducted in fire safety matters.
  - Residents are advised of the fire evacuation procedure for any buildings which they may live in or visit.
  - Residents are provided with the Resident's Fire Safety Factsheet when they move into one of our housing projects or move-on houses, containing the information required in accordance with the Fire Safety (England) Regulations 2022.
  - Residents are advised of the Resident Engagement Strategy, its purpose and how they may communicate over building issues including fire safety.
  - Residents are advised of the Mandatory Occurrence Reporting system, its purpose and how they may report building structural safety and fire safety occurrences.
  - The Non-Permitted Items list is displayed in all bedrooms to help reduce

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the risk of a fire.

- Contractors are inducted before they commence work including the risks from fire and spread of fire.
- The risks from fire are assessed and managed appropriately in identified confined spaces.
- The risks from fire are assessed and managed in our safe systems of work.
- Arrangements are in place for Young Persons (people under the age of 18 working for the organisation on an employed basis or on work experience) are supervised appropriately.
- Fire Marshals are trained appropriately in order that they can undertake their specific responsibilities.
- Where necessary, the need to provide assistance for employees and residents requiring assistance to evacuate the building is addressed in a Personal Emergency Evacuation Plan (PEEP) or an Emergency Evacuation Statement (EES) for residents living in self-contained flats in our high-risk building (currently only LandAid House) who may require assistance in evacuating their flat or the building
- Maintenance checks are undertaken approximately every six months on all fire doors and remedial works undertaken as necessary.
- The bedrooms doors are checked annually and the communal doors quarterly (for relevant buildings) for any defects and undertaking the remedial works as necessary.
- The additional checks on fire safety equipment in our high-risk building (LandAid House) are carried out every month and that records are kept.
- Fire alarms are tested weekly and any actions arising are recorded in the fire log book and alarms are serviced quarterly.
- Emergency lighting is tested monthly and tests and any actions arising are record in the fire log book and that a full test and service takes place annually.
- Fire drills are carried out at least every six months (refer to section on Fire Drills later in this policy) and record the results in the fire log book.
- Fire-fighting equipment is visually inspected monthly to ensure that they are not damaged and that the seals are intact and record in the fire log book and that they are serviced annually.
- The sprinkler system is serviced annually and with an internal inspection every 5 years.
- The electrical test and inspection is undertaken every five years in all buildings and remedial works carried out as necessary.
- Portable appliances are tested annually in all buildings.
- Gas boilers are serviced annually and remedial works carried out as necessary.

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## **7 Information and instruction**

### **7.1 Arson Control**

Good housekeeping, training and improved security arrangements will reduce the risk of arson.

All combustible waste is disposed of in non-combustible waste containers and emptied regularly. The waste containers are located within a secure locked part of the building.

We ensure that security arrangements are robust including keeping unauthorised people out of vulnerable areas and challenging people who we do not know. We also report unauthorised people on the premises to the police, where appropriate.

### **7.2 Confined spaces**

In accordance with the Confined Spaces Regulations 1997, spaces have been identified as confined spaces. A register lists these spaces, the risks contained within them including the risk of fire and spread of fire and what mitigating measures we have in place to prevent harm to anyone working in them from occurring.

### **7.3 Electrical equipment**

Only electrical equipment or appliances supplied and tested or approved for use by us should be used. Under no circumstances should employees make alterations or adaptations to electrical equipment or the electrical supply.

We test our portable appliances including any belonging to employees and residents which are on the premises at the time of testing, annually and this is carried out by qualified electricians authorised by us.

Faults or defects should be reported immediately to Line Managers or directly to the HOE. A faulty item owned by the organisation is disposed of in accordance with relevant waste disposal requirements. Where an item is owned by a resident and is faulty, they will be advised that it can either be disposed of by ourselves, or if they choose to keep it, that it should not be used on the premises. If they choose to use it, they may be subject to further action under the terms of their lease.

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Whilst equipment is maintained in a safe condition, employees should visually check their equipment and wiring regularly for signs of damage or overheating and report any faults or problems to the HOE.

Employees should ensure that sockets and extension leads are not overloaded and if additional sockets are required, they should be requested through the HOE.

#### **7.4 Emergency lighting**

In the event of a power failure the emergency lights (in buildings where it is required) will come on automatically to illuminate the emergency escape routes and to enable fire signage to be read clearly.

The emergency lighting system is tested monthly and serviced annually in accordance with current guidance.

#### **7.5 Fire alarm systems**

Fire alarm systems are installed in our buildings (where required). We test the system by testing a call point (where present) each week in rotation and the results of the test are entered in the fire log book.

The alarm systems are also serviced quarterly in accordance with current guidance.

In addition, a fire sprinkler system is installed on the 5th and 6th floors of LandAid House. Routine servicing is undertaken annually with an internal inspection every 5 years.

#### **7.6 Fire doors**

Fire doors are integral in preventing the spread of fire and keeping escape routes clear.

In accordance with the Regulatory Reform (Fire Safety) Order 2005, we monitor the condition of our fire doors by undertaking checks on them every six months and undertaking remedial works where necessary.

In addition, under the requirements of the Fire Safety (England) Regulations 2022, we undertake quarterly checks on communal doors and annual checks on bedroom doors (as required according to the building height – see table called Schedule of Fire Safety Controls in this document) and undertake remedial works where necessary.

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## **7.7 Fire evacuation procedure**

The fire evacuation procedure is displayed on our health and safety noticeboards in all of our buildings and in other prominent positions.

## **7.8 Fire drills**

Fire drills are carried out every six months (minimum). The results are recorded in the fire log book for the relevant building.

The fire drills are observed and any necessary improvements to the process are communicated and implemented.

## **7.9 Fire-fighting equipment**

Fire extinguishers and fire blankets in kitchens (where required) are provided for the control and extinguishment of a fire in its early stages. They should only be used where it is safe to do so, and if fire extinguisher training has been received or if the fire is preventing safe escape and there is no other trained person available.

Fire extinguishers are visually inspected by the Estates team on a monthly basis and any defects reported immediately to the servicing contractor.

The appointed servicing contractor services the fire extinguishers and fire blankets on an annual basis and issues a certificate of conformance.

## **7.10 Fire risk assessments**

A fire risk assessment is a methodical look at a premises and the operations undertaken therein to identify the likelihood of a fire. They are a legal obligation aimed at highlighting what fire risks are present and who might be affected by them, e.g. employees, residents, visitors, contractors, etc.

The HOE ensures that fire risk assessments are undertaken annually or earlier if there is reason to suspect that it is no longer valid (e.g. after building alterations or a fire).

These assessments are carried out by suitably trained competent persons to ensure that we comply with statutory responsibilities and that suitable and sufficient measures required to reduce and manage fire safety risks are implemented.

The primary aims of a fire risk assessment are:-

- To identify the fire hazards and sources of ignition in the premises for which it has been carried out.
- To identify suitable and sufficient general fire safety measures to reduce the risk of the fire hazards causing harm and risk of the spread of fire to as low as

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reasonably practicable and to enable prioritisation of preventative measures.

- To decide what physical fire precautions, means of detection, fire-fighting equipment and management controls are necessary to ensure the safety of people in our premises and to enable them to evacuate safely in the event of a fire.

In accordance with the Fire Safety Act 2021, the doors to bedrooms and the external wall systems of the buildings for our residential properties (where applicable) are included in the scope of the fire risk assessment.

### **7.11 Fire safety log book**

A fire log book is maintained in each of the buildings for which we are responsible. The log book must record the dates and details for the following:-

- Fire alarm testing
- False alarm activation
- Emergency lighting testing and servicing
- Fire alarm servicing
- Sprinkler servicing
- Fire-fighting equipment servicing
- Fire drills
- Fire risk assessments
- Visits by fire authorities
- Any other relevant information
- Inspections/audits on the building and results

The fire log book is available in each building for inspection (with the exception of Elmfield Avenue which is kept in the Crouch End housing project) by any Fire Officer on request.

### **7.12 Flammable liquids**

Flammable substances are not stored or used on our premises unless they are absolutely necessary for operational reasons and their storage and use is effectively managed.

Typical flammable liquids would be white spirit used by the Estates team and cooking oil as used in the catering department.

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### **7.13 Furnishings**

All furnishings conform to current fire retardancy legislation (i.e. The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989 and 1993) and should be in good condition and without damage.

### **7.14 Information for Fire and Rescue Service**

In the case of Higher-Risk Buildings which are subject to the Fire Safety (England) Regulations 2022 and the Fire Safety (Residential Evacuation Plans) (England) Regulations 2026, we provide information as required to the Fire and Rescue Service. The information required is secured inside a Premises Information Box (PIB) which is located in the reception area of LandAid House. In addition, certain information is sent electronically to the Fire and Rescue Service and updated as necessary.

### **7.15 Investigation procedure for dealing with fire incidents**

We have a procedure in place and this can be viewed on SharePoint.

### **7.16 Means of escape**

Fire compartmentation forms the basis of fire protection for the occupants and the premises. Effective compartmentation is dependent on fire doors being kept closed. Fire doors must never be held open by wedges or other restraining devices.

Corridors, staircases and walkways through our premises form the principal escape routes in the event of a fire; therefore, a clear free route must be maintained and kept free from obstruction.

Combustible material should not be stored or allowed to build up or be stored on escape routes. All doors through which people may need to pass in the event of a fire, including all exits from the premises, must be kept free from obstruction and readily accessible from inside without the need for keys.

### **7.17 Neighbours**

It is a requirement of The Regulatory Reform (Fire Safety) Order 2005, that employers co-operate and co-ordinate with other Responsible Persons who have responsibilities under the legislation and who also have premises in the same building, or share the use of the building in some way and inform them of any significant fire risks and measures in place to reduce or control those risks which might affect the safety of their employees. The HOE as our Responsible Person is responsible for complying with this requirement.

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### **7.18 Portable heaters**

Any type of portable heater must be used with extreme caution. Portable heaters are subject to maintenance and inspection to agreed timescales (including where relevant, portable appliance tested). They should be positioned to allow free flow of air, and must not be positioned against curtains, combustible material or furniture.

They must not be covered or obstructed and have at least one metre clearance around them. Never leave portable heaters turned on unattended.

### **7.19 Provision of information and instruction**

The fire evacuation procedure is displayed on the health and safety notice boards along with a list of current Fire Marshals.

In addition to, the procedure, the fire safety posters are displayed in the bedrooms and residents' kitchens providing fire safety advice and guidance.

Residents are also given a copy of the Resident's Fire Safety Factsheet on moving in as required under the Fire Safety (England) Regulations 2022. The factsheet includes information about the importance of fire doors and the fire evacuation procedure for any buildings where they may be present.

### **7.20 Safe systems of work**

In accordance with the requirements of the Health and Safety at Work etc. Act 1974, we have written safe systems of work for regular tasks which need to be undertaken in certain areas of the buildings. These safe systems of work include prevention of fire and the ability to escape safely in the event of fire.

### **7.21 Signs**

Fire safety signs used in our premises conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

### **7.22 Smoking**

In accordance with the requirements of The Health Act 2006 (Smoke Free Premises and Vehicles), The Smoke Free (Premises and Enforcement) Regulations 2006 and other associated legislation we operate a No Smoking environment.

Smokers may smoke in the designated areas outside each building and use the ashtrays (where provided) to ensure that cigarettes are extinguished fully.

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### 7.23 Schedule of fire safety controls

| Activity                                        | Frequency                                   | Supplier/contractor<br>/person responsible | Buildings<br>required                                                            |
|-------------------------------------------------|---------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------|
| Fire risk assessments                           | Annual                                      | Appointed fire risk<br>assessor            | All                                                                              |
| Fire alarm<br>maintenance                       | 3 monthly                                   | Appointed contractor                       | All                                                                              |
| Sprinkler system                                | Annual (and<br>internally<br>every 5 years) | Appointed contractor                       | LandAid House                                                                    |
| Emergency lighting<br>test                      | Monthly                                     | HOE                                        | All                                                                              |
| Emergency lighting<br>service                   | Annual                                      | Appointed contractor                       | All                                                                              |
| Maintenance on fire<br>doors                    | 6 monthly                                   | HOE                                        | All                                                                              |
| Fire door surveys<br>(communal)                 | Quarterly                                   | HOE                                        | LandAid House<br>Crouch End<br>Monarch Court                                     |
| Fire door surveys<br>(bedrooms)                 | Annual                                      | HOE                                        | LandAid House<br>Crouch End<br>Monarch Court                                     |
| Fire extinguisher and<br>fire blanket servicing | Annual                                      | Appointed contractor                       | All                                                                              |
| Fire drills                                     | 6 monthly<br>(minimum)                      | HOE                                        | LandAid House<br>Crouch End<br>Monarch Court<br>Haringay Club                    |
| Fire alarm testing                              | Weekly                                      | HOE                                        | LandAid House<br>Crouch End<br>Monarch Court<br>Haringay Club<br>Elmfield Avenue |
| Fixed wiring test and<br>inspection             | 5 years                                     | Appointed contractor                       | All                                                                              |
| Portable appliance<br>testing                   | Annual                                      | Appointed contractor                       | All                                                                              |

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|                                                                                                                                                                                                                                                     |         |                      |               |
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| Gas boiler service                                                                                                                                                                                                                                  | Annual  | Appointed contractor | All           |
| Additional checks of fire safety equipment for high-rise buildings, specifically: - <ul style="list-style-type: none"><li>• Fire-fighting lifts</li><li>• Smoke control systems</li><li>• Rising mains</li><li>• Fire suppression systems</li></ul> | Monthly | HOE                  | LandAid House |

## 7.24 Training

All new employees, including temporary employees, receive fire safety training as part of their induction. This training comprises the fire evacuation procedure and their role in the procedure.

Fire marshals receive fire safety training including fire extinguisher training. This training includes the fire evacuation procedure and the fire marshal's specific responsibilities. The fire extinguisher training includes extinguishing live fire wherever this is possible. Refresher training is provided approximately every two years to keep skills and knowledge current.

We undertake fire evacuation drills a minimum of twice per year in each of our buildings. The purpose of the drills is to provide training to all employees and residents in how to respond in a fire situation. The drills are observed by the Estates team and feedback is provided to all employees and residents afterwards including any improvements to the process which should be made in future.

Residents also receive fire safety training as part of their induction to the building when they move in. This training includes information about the location of fire escape routes and final exits, the fire evacuation procedure, the assembly point and the names/roles of Fire Marshals and Lead Fire Marshals.

## 7.25 Waste

All combustible waste is disposed of in non-combustible lockable waste containers and emptied regularly. The waste containers are located as far away from the building as reasonably practicable to prevent a fire in the waste container spreading to the building and are locked at night to prevent unauthorised access. In all cases,

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the internal waste containers must be located as far away from the fire escape routes as reasonably practicable.

#### **7.26 Work arrangements**

Where necessary, the particular needs of employees who require assistance, residents, visitors and members of the public must be considered in the premises fire evacuation procedure.

Line Managers should consider safe means of escape for people working alone when undertaking the Lone Working Risk Assessment.

### **8 Policy review**

This policy is reviewed annually or sooner if there have been significant changes.