NORTH DEVON HOMES: FIRE SAFETY POLICY

Fire Safety Policy Statement
North Devon Homes Board of Management and Executive Team are committed to doing all that is reasonably practicable to ensure the management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, customers, visitors, contractors and others. North Devon Homes will, so far as is reasonably practicable, ensure the risk from fire is managed in compliance with the appropriate fire safety legislation, guidance and best practice.

Responsibilities
Roles and responsibilities for fire safety will be clearly defined and communicated, we are all required to take action to minimise fire risks.

- The **Board** has overall responsibility for ensuring that we maintain high standards of fire safety, the Board's role is further strengthened by the Board's nominated **Health and Safety Champion**.
- The **Chief Executive** has been identified by the Board as the duty holder for Fire Safety. It is the responsibility of the Chief Executive to monitor the implementation of this policy and the company's overall fire safety performance by receiving regular fire safety reports and updates, and reporting to the Board on a bi-annual basis.
- The **Director of Neighbourhoods** is the appointed director responsible for the strategic management of fire safety including the appointment of competent persons, ensuring compliance with this policy and setting priorities and objectives surrounding fire safety.
- The **Executive Team,** made up of the Chief Executive, the Director of Neighbourhoods and the Director of Finance, will ensure the provision of sufficient financial resources, management and employee time, training and fire safety advice and support.
- **Line Managers** will ensure that their teams are adequately trained and supported.
- The **Health and Safety Manager** is the competent person for fire safety advice and compliance, ensuring that fire risks are identified, assessed and controlled, and ensures changes to fire safety legislation are identified and acted upon.
- All **Staff** are required to co-operate with NDH to ensure the workplace is safe from fire and its effects, and not do anything which will place themselves or others at risk. Staff are required to report concerns about fire safety, this will usually be through the normal management chain. However, concerns can be reported to any Director, the Chief Executive or the Health and Safety Manager. We rely on all of our employees, contractors and partners to play their part in implementing our fire policy and drawing to our attention areas in which we can improve.
- **External specialists** are appointed to provide competent fire safety advice. Fire Risk Assessors will report any urgent fire risks immediately and ensure priorities are assigned to actions that arise from the findings of fire risk assessments.
- **Contractors** have a duty to work safely, comply with company policies and procedures, and inform relevant persons of any uncontrolled fire hazards.
- **Tenants.** This policy is to be read in conjunction with North Devon Homes' current Tenancy Agreement or Terms of Lease. Most importantly, tenants must not make any material alterations to their homes without the express formal permission of NDH or store personal belongings in communal areas of residential blocks.

Arrangements
North Devon Homes is committed to its duties under both the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and is committed to ensuring compliance with these and all relevant legislation.
We will ensure the health and safety at work of our employees and all others who may be affected by our work activities by applying the Health and Safety Executive's continuous improvement model of the 'Plan, Do, Check, Act' approach to fire safety, as well as our general management of health and safety, so far as is reasonably practicable.

teamndh
me. my team. my ndh.

"working together to create communities where people want to live"

NORTH DEVON HOMES: FIRE SAFETY POLICY

Plan

- We will be prepared for fire emergencies.
- Ensure that organisational arrangements for the effective planning, organisation, control, monitoring and review of fire safety are implemented, as described in our Fire Management Procedure NDH Proc 084.
- Ensure access to adequate competent advice on Fire Safety matters to assist in compliance with relevant legislation.

Do

- Undertake a fire risk assessment and inspection regime that is compliant with legislation and, wherever possible, good practice.
- Promote a positive fire safety culture within the organisation by actively consulting with employees and customers on fire safety matters.
- Ensure employees are competent and receive suitable and sufficient information, instruction, training and supervision.
- Notify customers, visitors, contractors and others of identified emergency procedures and any specific risks to which they may be exposed to ensure they are safeguarded from fire hazards.
- Liaise with tenants to ensure fire risk is minimised.
- Liaise with Devon and Somerset Fire and Rescue Service (DSFRS) and other partner agencies to ensure best use of available resources and promote fire safety awareness.
- Appoint 'competent persons' to assist with implementing the requirements of legislation and to support the effective management of fire safety.
- Only engage contractors who are suitably competent to undertake the required work.
- Require contractors to replace any fire stopping on completion of works.
- Keep sources of ignition and sources of fuel separated.
- Maintain passive fire precautions effectively.
- Ensure that where building and maintenance works are expected to involve hot work, such work will be controlled by the use of a hot-work permit system.
- Install, test and maintain fire detection.
- Install fire precautions to reduce the risk from fire and ensure they are tested and maintained.
- Work with customers to keep communal areas free from combustible items and potential hazards.

Check

- Undertake regular inspections to identify defects and housekeeping issues.
- We proactively measure our compliance with existing legislation as well as prepare for any changes that are proposed or emerging both within the business and from external influences.
- Any reported fire incidents/near misses that occur are investigated and we will learn from such events by implementing changes or further control, where required, to prevent reoccurrence.

Act

- By undertaking regular audit and review of our systems and arrangements we can continue to maintain and develop a safe environment.
- This Fire Safety Policy Statement will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company's activities or as a result of changes to legislation.

Signature: Martyn Gimber (Chief Executive)

Robert Stronge (Chairman of the Board)