



VHA Policy Document

FIRE SAFETY AND RISK ASSESSMENT POLICY AND PROCEDURE

Reviewed: Nov 2020

Next Review Due: Nov 2023

Introduction

Vectis Housing Association acknowledges and accepts its responsibility under current Fire Safety legislation, the Regulatory Reform (Fire Safety) Order 2005. It will address those responsibilities by providing suitable and sufficient risk assessments, fire safety provisions and management systems to enable the earliest warning and safe evacuation of employees, residents and visitors from its premises and to minimise fire damage should a fire situation occur. This policy gives general guidance on compliance with the current Fire Safety Legislation.

The Association's premises which fall within the requirements of this legislation are its offices and the common areas of its flats and maisonettes.

Aim

Our over-riding aim is to reduce the risk from fire and ensure occupants can safely escape if a fire does occur and to ensure that all the fire precautions in the Association's premises remain current and adequate.

In order to meet the requirements of this policy, the Association will provide the following:

1. A suitable fire detection and warning system in the event of fire, that will warn people in all circumstances.
2. Suitable, adequate and appropriate exit routes, exits and means of protecting those exit routes and exits to enable all occupants of the premises to evacuate quickly and safely to a place of ultimate safety in the event of fire.
3. Suitable and sufficient emergency lighting to illuminate the fire safety provisions provided.
4. Suitable fire safety signs.
5. Suitable and sufficient firefighting appliances at appropriate locations throughout the building.
6. Appropriate structural fire safety provisions as deemed necessary.
7. A Fire Safety Management Plan comprising:
 - Risk assessment
 - Emergency evacuation plan for the premises
 - Fire drills which are monitored, evaluated and issues arising addressed where necessary. Records maintained detailing risks found and remedial action taken.
 - Fire Safety training programme and appropriate records maintained

- Records of regular testing and maintenance by an approved/competent person of all fire safety provisions to include:
 - Emergency lighting
 - Fire warning & detection systems
 - Fire fighting appliances
 - Staff training
 - Fire drills
 - Structural fire safety provisions i.e. fire doors, fire escape stairways

8. Assessment Records

A copy of the risk assessments and emergency action plans for the Association's office premises and other properties which require Fire Safety Assessments will be kept at the offices of Vectis Housing Association Ltd. Second copies will be stored via the Association's IT daily backup system, the tapes of which are held at either the home of the Project Manager or Property Services Manager.

In view of the increased emphasis placed on fire safety following the Grenfell Tower disaster, Vectis will employ the services of a fire safety adviser to update and complete fire risk assessments.

9. Reviews

Structural alterations to buildings, or new building work, will action a review. Unless significant changes occur in a building, assessments and a review of the established fire safety procedures will be undertaken at least annually in line with current legislation.

Where new legislation is introduced, Vectis will take account of all relevant changes and implement within specified timescales..

Signed: Signed:

Chief Executive

Fire Safety Co-ordinator

Dated :

A copy of this document will be clearly displayed within the premises and a copy inserted in the Fire Safety Manual.