

This policy sets out Amplius' approach to managing the risks from fire in the buildings we own and manage.

# Fire Safety Policy

## Document management

<b>Directorate</b>	Operations
<b>Policy sponsor</b>	Chief Operations Officer
<b>Policy owner</b>	Director of Asset Investment and Compliance
<b>Policy author</b>	Head of Asset Compliance

## Review process

<b>Approval route</b>	Executive Leadership Team – Audit and Risk Committee - Board
<b>Approved by</b>	Board
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## Part 2

# Overview

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## Scope

This policy supports Amplius' values and is a commitment to improving lives and supporting colleagues by:

- Providing safe homes for our customers and workplaces for our colleagues.

Amplius will manage the risk of fire effectively and follow all the necessary laws and regulations. In achieving compliance our aims are to:

- Provide safe dwellings and place to work; and
- Comply with statutory obligations.

To comply with our legal duties, Amplius will:

- Carry out Fire Risk Assessments (FRAs) of all relevant properties to identify fire risks and implement measures to reduce or remove the risk of fire.
- Provide safe and effective means of escape; firefighting facilities; and detection and warning arrangements at all times.
- Provide and maintain plant, equipment and work procedures that are safe according to statutory requirements or good practice.
- Make sure that all residents, contractors, employees and visitors receive appropriate fire information.
- Give appropriate instruction, training and supervision to make sure all employees can work safely and carry out their duties and responsibilities under the policy.
- Provide adequate and appropriate resources to implement the policy.
- Appoint competent people, with sufficient authority and knowledge to take measures needed to comply with the law.

This policy presents a clearly defined system of controlled for the management and mitigation of the risks from fire.

The term Amplius incorporates all member companies and subsidiaries.

The policy applies to:

- All Amplius colleagues, suppliers and contractors. It applies to all premises we own or manage, where we are responsible for fire safety.
- Under the Fire Safety Order, the Responsible Person for managing and reducing risk from Fire is the Head of Asset Compliance.

The policy does not form part of any colleague's contract of employment and the policy may be amended at any time.

## Part 3

# Policy details

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### Training

Amplius will implement, manage, and monitor adequate fire safety training, instruction and awareness for all employees involved in the management of fire safety.

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### Consultants and Contractors

Qualified and competent contractors will be appointed to provide services to meet the requirements of this policy. The minimum requirements are, Fire Risk Assessments (IFE Approved Qualification BAFE SP205-1), Fire installations (BAFE SP203) and Fire Fighting Equipment (SP101).

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### Fire Safety Records

Amplius will maintain up-to-date records (asset register) of all premises it owns or manages setting out whether premises require an FRA.

Premises requiring an FRA will meet one of the criteria listed below:

- Amplius workplaces and offices.
- Internal shared hallways (not porches) serving three or more flats.
- Internal shared stairways or corridors.
- Shared balconies and fully or partially enclosed external access/egress routes serving 3 or more dwellings.
- Shared lounges, laundries, activity rooms, kitchens, bathrooms and / or internal mobility scooter rooms.
- Buildings containing 2 or more dwellings where each dwelling has its own front door, no external walkways or stairwells.

In addition, Amplius will maintain up-to-date records ensuring that all fire protection equipment is maintained, and a suitably qualified contractor is appointed to undertake cyclical maintenance at least annually or by manufacturers guidance or the fire risk assessment, whichever is most frequent.

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### Fire Door

Amplius will ensure that all doors which lead onto a common space are fire-rated to ensure the escape routes are protected

Amplius will maintain up-to-date records ensuring that all fire doors in relevant buildings (Building over 11m) are inspected as per the below frequencies:

- Flat Entrance Fire Doors – Annually
- Communal Fire Doors / Riser Cupboard – Quarterly

## Fire Risk Assessments and Remedial Actions and Tasks

FRA's will be undertaken in accordance with regulations.

Unless there is reason to expect serious deficiencies in structural fire protection, such as inadequate compartmentalisation or poor fire stopping a Type 3 – Common parts and flats (non-destructive) inspection will be undertaken. A Type 3 survey will inspect a sample of flats and look for any deficiencies in fire detection, fire doors and means of escape.

Where doubt exists or concerns are raised as part of the FRA process a full compartmentation survey by a suitably qualified contractor will be undertaken.

FRA's will be renewed on or before the date recommended by the Competent Persons undertaking the previous assessment. In any event, renewals of FRA's will be undertaken at frequencies not greater than those in the table below.

	<b>Risk Profile of Properties</b>	<b>Example of Property Type</b>	<b>New FRA</b>
Legacy Grand Union	All Risks	All Blocks	Every 5 years, with an annual review
Legacy Longhurst Group	Low Risk	Purpose-built residential blocks on no more than 2 storeys above ground.  Community rooms, scheme lounges or stores which do not have any associated sleeping accommodation.	Every 3 years.
Legacy Longhurst Group	Medium Risk	Purpose-built residential block of between 3 and 5 storeys above ground.	Every 2 years.
Legacy Longhurst Group	High Risk	Sheltered and LSE schemes with sleeping accommodation/flats as part of or adjoining common parts.  Support housing (with communal areas or shared accommodation).  Care and extra care (with communal areas or shared accommodation).  Home of Multiple Occupancy (HMO).  Hostels and Foyers (with communal areas or shared accommodation).	Annually

		<p>Converted premises (with communal areas or shared accommodation).</p> <p>Residential blocks greater than 5 storeys.</p> <p>Offices that are used as workplaces.</p> <p>Residential blocks which also include underground parking or below ground storage, plant rooms or accommodation.</p>	
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All FRA's will be reviewed annually or sooner if there is a significant change to a premise including:

- Structural or material changes to the building.
- Change in the tenure classification of the property e.g., a change from General Needs to Sheltered accommodation (with internal communal areas).
- Fire, near miss or threat of arson.

The outcome of the FRA will be an action plan that sets out a prioritised list of any physical and managerial measures (tasks) to ensure that the risk from fire is maintained at or reduced to an acceptable level.

Tasks arising from FRA's will be given a defined target completion date recommended by the Competent Persons undertaking the FRA. The FRA task will be updated as the task progresses to completion with a full audit trails and appropriate evidence in place before the task is closed.

All high-risk tasks are phoned through to the Asset Compliance Team by the Assessor from site. This will trigger an immediate response to rectify the issue.

<b>Task Risk Rating</b>	<b>Timeframe</b>
High / Intolerable Risk	7 calendar days - If a task cannot be completed in 7 days, steps should be made to reduce the risk through a temporary repair or through the introduction of interim control measures.
Medium / Substantial Risk	90 calendar days
Low / Moderate Risk	365 calendar days
Long Term Plan	As part of a planned renewal or upgrade project, the renewal date will be updated on the project notes and reviewed with the Planned and Assets Teams. This will be up to a maximum of 3 years.

The FRA will review the evacuation procedure for the building. Any changes to the evacuation procedure will be communicated to customers.

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### **New Developments and Refurbishments**

Amplius will make sure that all new buildings, refurbishments, or changes to properties follow current fire safety laws and regulations, reducing fire risks as much as possible.

If specialist advice is needed, such as for complex designs or specific uses, a Fire Safety Consultant may be involved before and during the project to ensure all requirements are met.

A Fire Risk Assessment (FRA) will be carried out within one month of a building being completed or occupied.

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### **Acquisitions**

For acquisitions, a new suitable FRA's will need to be carried out to ensure related safety arrangements are in place as part of the due diligence undertaken as part of the acquisition process.

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### **Communication**

Amplius will provide employees, visitors and all other interested parties that visit premises with comprehensive and relevant information regarding fire safety via the display of appropriately located fire safety signage and notices. The evacuation procedure for the building will be displayed in the communal areas.

Amplius will provide fire safety information to customers via the customer information pack and tenancy declaration as part of the sign-up process.

Fire safety information will be provided to all employees at induction and as part of the mandatory training programme.

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### **Fire Safety Equipment Servicing and Testing**

Amplius will provide and manage suitable fire protection equipment such as fire alarms, fire extinguishers, lighting, signage, fire exits and fire doors to ensure effective working order and maintain fire-separating elements for example smoke seals / vents etc. designed to prevent fire and smoke from entering escape routes.

Where existing fire protection measures are identified in the FRA as a potential hazard or have been superseded through alternative measures or changes in legislation they may be removed.

In line with the requirements of British Standards, and the Fire Safety Order, Amplius will carry out regular tests on all communal and office fire protection equipment. The frequency of tests will be as recommended by the installer or manufacturer and/or by risk assessment findings.

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### **Fire Safety Equipment Repairs**

If repairs are required to any fire safety equipment the Fire Contractor will respond within the following agreed timeframes:

Standard Callout	Callout Response Time	Completion Requirements
Emergency callout	4 hours	Emergency call out service guarantees a response within 4 hours of a fault being reported by phone/email. This will either be in attendance, remote assistance or by scheduling an appointment for an agreed time.
Emergency Small Works Quote (SWQ)	24 hours	Emergency SWQ are defects or faults which put the health, safety or security of a customer at immediate risk or cause harm to the structure of the property. Emergency repairs will be attended to as soon as possible and prioritised depending on the nature of the emergency. All emergency repairs will be made safe within 24 hours.
Appointed Small Works Quote (SWQ)	28 Calendar Days	Appointed SWQ are defects or faults which do not put the health, safety or security of a customer at risk or cause harm, to the structure of the property and are repairs that tenants and leaseholders can reasonably live with for a period of time.

Small works quotes are issued to Amplius by the Fire Contractor following the servicing or testing of fire equipment.

Callouts are where Amplius contacts the Fire Contractor when a fault has been found with the fire safety equipment, or a fire alarm is sounding and needs to be silenced and reset.

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### Data Protection

All contractors who undertake fire safety works/ Assessments for Amplius have a contract in place with a data-sharing agreement in place, our Data Protection and Confidentiality Policy all form part of these contracts. Customer Data is shared via a secure server within a CSV file, customer name/contact details are not sent within the same file of addresses.

Data retention is in line with other policies and statutory requirements.

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### Equality, diversity and inclusion

Amplius is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following protected characteristics: Age, Disability, Race, Gender Reassignment, Sexual Orientation, Sex, Religion or Belief, Marriage and Civil Partnership and Pregnancy and Maternity.



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**Additional needs (addressing vulnerabilities)**

Amplus recognises that, for various reasons, some of our customers and service users may be vulnerable. Policies therefore will take account of the recommendations made by the Housing Ombudsman and Regulatory recommendations on vulnerabilities. Amplus will take a proactive approach when making a decision relating to a customer or service user and where practicable, tailor and adapt our services to suit the needs of customers and support vulnerable people.

## Part 4

# Compliance and administration

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## Legal and regulatory compliance

This policy fully complies with Amplius' legal and regulatory obligations.

- Landlord and Tenant Act 1985
- Regulator of Social Housing Home Standard
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005 ('the Fire Safety order')
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Constructions (Design and management) Regulations 2015
- Housing Act 2004
- The Building Act 1984
- All relevant British and European Standards
- Fire Safety Act 2021
- Building Safety Act 2022
- Fire Safety (England) Regulation 2022
- The Housing Health and Safety Rating System (HHSRS).

This list is not exhaustive, and policy authors will undertake thorough research and/or seek professional advice to ensure that Amplius meets its obligations and complies with the current and relevant legislation and regulations.

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## Evaluation, review and performance monitoring

This policy will be reviewed on a Triennial basis to ensure that it remains fit for purpose. A policy review may also be required earlier, in response to internal or external changes for example changes in legislation. Prompt and effective action will be taken where improvements are identified.

Amplius Board will receive assurance in respect of compliance of fire safety every 6 months.

The Audit and Risk Committee will receive a report stating Amplius' ongoing compliance every 6 months.

KPIs setting out compliance levels will be provided to Directors and Executive Teams every month. Any issues arising from performance will be escalated according to risk.

Amplius is committed to the health and safety of its customers, staff and contractors and other building users, as such, we will monitor the following areas:

- Of all blocks and non-dwellings requiring a FRA, % with an assessment/re-inspection at the end of the month.

The Asset Compliance Team will undertake an asset reconciliation against the full property stock list held on our housing management system every 3 months to validate the accuracy of our asset register and data used within KPI monitoring and reporting.

In addition, it will be reviewed:

- Following a fire or significant fire-related event.

## **Audit**

Amplius' Fire Safety arrangements will be subjected to audits at planned intervals to assess the effectiveness of its implementation by:

- Amplius Asset Compliance Team will undertake the 1st line management of fire safety compliance providing assurance that our policy and associated processes are implemented.
- The Environmental, Health and Safety teams will undertake 2nd line assurance testing to review the quality of fire risk assessments and completed tasks.
- Amplius will also have in place an audit plan which will be conducted by the Amplius' appointed Internal Auditor. This will provide 3rd line assurance.
- Participation in the Primary Authority Scheme.

The Fire and Rescue Service may also carry out inspections to assess Amplius' standard and quality of our fire safety approach.

## **Primary Authority Partnership**

Amplius are members of the Primary Authority scheme with Hamptonshire and Isle of Wight Fire & Rescue Service (HIWFRS).

The below is a statement from our Primary Authority

Amplius are committed to the safety of their buildings and strive to ensure their stock is as safe as is reasonably practicable.

Their ultimate aim is to ensure that all housing stock within scope can support a stay put or defend in place policy, however it is recognised that in rare circumstances this may not be achieved, where this is the case, they will ensure that sufficiently tight management controls exist to mitigate the outstanding risk.

HIWFRS provide ongoing support to ensure compliance with Fire Safety Order, associated legislation and regulatory standards that support this intent.

Measurement of national compliance is conducted via a series of premises inspections/audits throughout the partnership year.

Diarised meetings are scheduled to ensure transparency and to provide updates as required.

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## **Related policies**

- Responsive Repairs Policy

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Part 5

# Appendices

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**A. Associated documents - Internal procedural document, colleague use only**

- Fire Safety Procedures.

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Part 6

## Changelog

Amended date	Summary of changes	Version №