

Bushbury Hill EMB

Fire Safety Policy Rev 5

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1. Introduction

NB: The City Council as the Landlord of the properties we manage are responsible for health and safety and held to account by the regulator. It was agreed at Managing Agents meeting that BHEMB would review all the Health and Safety Policies including Fire Safety to ensure consistency across managing agents.

Bushbury Hill Estate Management Board (BHEMB) is a TMO set up under the Right to Manage Regulations. The EMB manages the full range of housing maintenance and management services apart from major works, gas servicing and “out of hours” and its staff team and board work from a purpose-built management centre located on the estate. The scope of management responsibilities is detailed in The Management Agreement, which forms the contract between BHEMB and City of Wolverhampton Council. Some responsibilities are retained by City of Wolverhampton Council and they in turn contract some of these responsibilities to Wolverhampton Homes. These responsibilities in respect of Fire Safety are set out in the Management Agreement Schedules (**See Section 5 Responsibilities**).

Bushbury Hill EMB manages 952 council owned properties: (*Stock Report dated 18/11/2024*)

- **8 Low Rise flats (2 storey units) with a communal area**
- **11 Low Rise flats (2 storey units) with own entrance**
- **32 Bungalows**
- **901 houses**

BHEMB lease the Management Centre (14 Kempthorne Avenue, Wolverhampton WV10 9JG) from City of Wolverhampton Council which is used as our business offices.

BHEMB own the New Two Storey Office Accommodation (The Cabin) situated within the Management Centre site described above.

Please Note: As a result of recent changes to Fire Safety legislation CWC have taken over the responsibility to undertake Fire Risk Assessments (FRA's) where required on all BHEMB managed residential homes.

BHEMB continue to carry out Fire Risk Assessments (FRA's) on the Commercial Buildings.

The purpose of this policy and procedure is to ensure Bushbury Hill EMB and its employees are compliant with the Regulatory Reform Fire Safety Order 2005, Fire Safety (England) Regulations 2022 and other relevant legislation and guidance.

Bushbury Hill EMB also wishes to ensure all employees, contractors and tenants are as safe as possible when at work or at home and are working to reduce the incidence of fires within all tenants' homes even when there is no statutory duty to do so.

2. Policy Statement

Bushbury Hill EMB and its Directors/Board members & Chief Officer are committed to providing a safe and secure environment for all our employees, tenants, contractors and visitors.

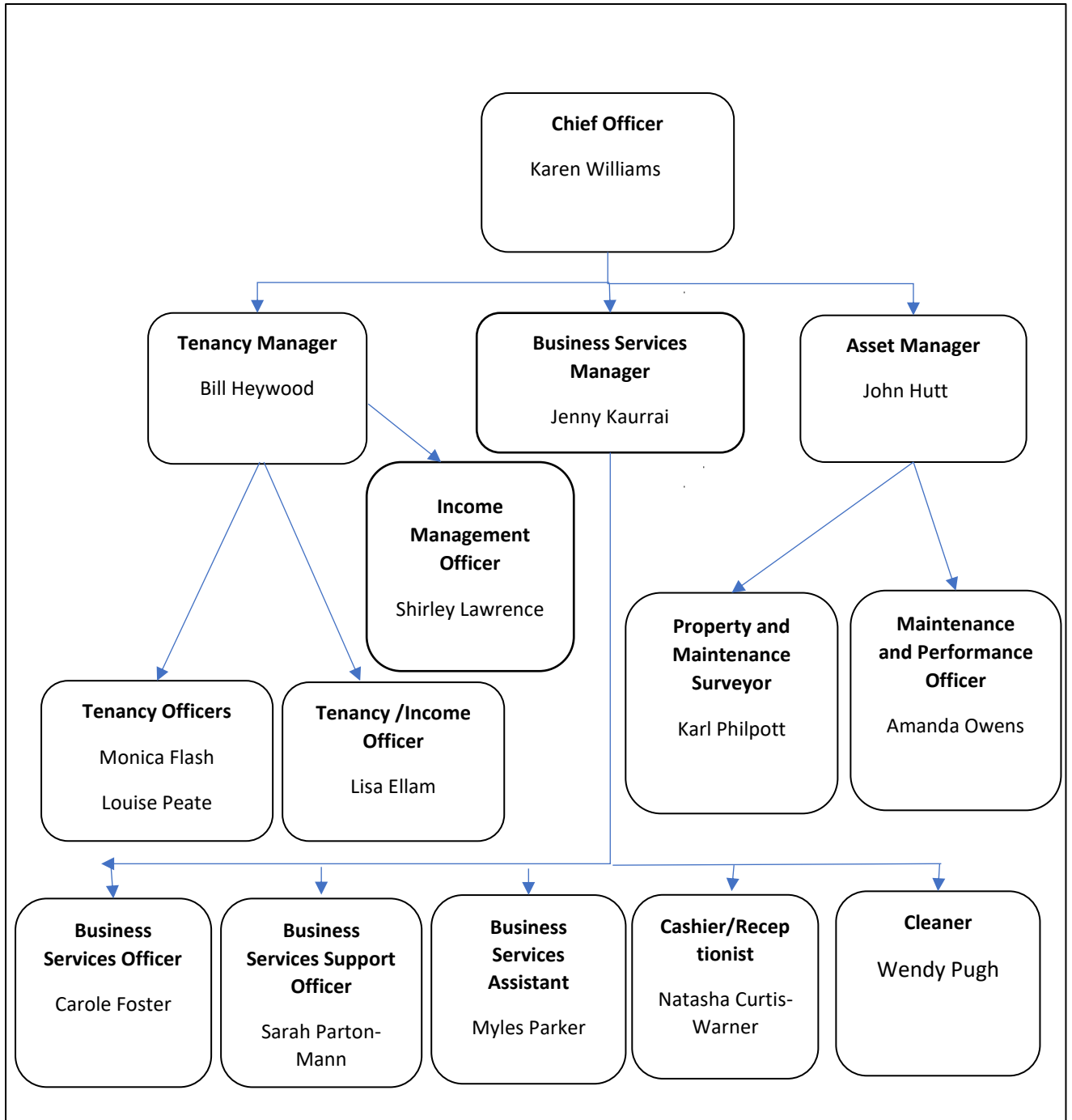
In order to achieve this goal, we aim to avoid fires from starting by ensuring we have adequate resources are made available and appropriate fire risk assessments are conducted, and any findings acted upon.

3. Aims / Objectives

To minimise the risk of fires occurring using the following risk management arrangements;

- To work in collaboration with City Wolverhampton Council to ensure compliance with the Regulatory Reform Fire Safety Order 2005, Fire Safety (England) Regulations 2022 and other relevant legislation and guidance.
- Identification of fire hazards.
- Appropriate fire risk assessments are carried out in the communal areas of the following properties on a regular basis;
 - 4 x 2 storey flats on Kempthorne Avenue
 - 4 x 2 storey flats on Leacroft Avenue.
- Appropriate fire risk assessments are carried out on a regular to Commercial Buildings (outlined above) Managed by BHEMB on a regular basis.
- Practical preventative and protective measures to minimise risk of fire are identified, implemented, monitored and reviewed.
- Regular fire safety inspections are conducted.
- Adequate maintenance, inspection of emergency equipment.
- Regular fire evacuation drills are conducted.
- Liaise with partners including West Midlands Fire Service, City of Wolverhampton Council's Health and Safety Team & Wolverhampton Homes on matters relating to fire safety.
- Appropriate training of staff.

4. Organisation Chart (Fire Safety) November 2024



5. Responsibilities

TABLE A – Landlord & EMB / TMO Responsibilities

		BHEMB								
		Delegat	Is this a landlord responsibility?			Organisa tion responsi ble				
1.9	HEALTH AND SAFETY COMPLIANCE (INC ASBESTOS AND FIRE SAFETY)									
	1.9.1	Asbestos testing tenanted housed, flats and communal areas.	R	P	P			P		
	1.9.2	Asbestos removal in tenanted housed, flats and communal areas.	R	P	P			P		
	1.9.3	Fire fighting or protection systems, including hard wired smoke alarms and detectors other than those installed as a "gift" to the resident,	D	P	P		P			
	1.9.4	Fire Risk Assessment in communal areas, including shared entrances and stairwells.	D	P	P		P			
	1.9.5	Fire Risk Assessment, of void properties prior to re-letting.	D	P	P		P			
	1.9.6	Maintenance, repair and replacement of sprinkler systems.	R	P	P			P		
	1.9.7	Maintenance, repair and replacement of fire alarms.	R	P	P			P		
	1.9.8	Maintenance, repair and replacement of emergency lighting.	R	P	P			P		
1.10	TMO Office/s and non-domestic buildings									
	1.10.1	Repair and maintenance of the TMO office.	D				P			
	1.10.2	Repair and maintenance within the	A	Heating	D			P		
			B	Appliance testing	D				P	
			C	Fire equipment	D				P	
			D	Smoke alarms	D				P	
			E	Emergency lighting	D				P	
			F	Intruder alarms	D				P	
			G	Disabled stair lifts	D				P	
			H	Fire risk assessments	D				P	

5.1 EMB Responsibilities

Karen Williams (Responsible Person)

The Chief Officer (Karen Williams) of Bushbury Hill EMB has overall responsibility for the effective implementation of the fire safety policy and fire safety arrangements. This includes assigning adequate resources and ensuring responsibilities are properly assigned and delegated through the management chain to specified employees as defined below.

John Hutt (Operational Responsible Person)

The Asset Manager (John Hutt) is responsible for ensuring compliance and implementation of statutory and relevant guidance in premises and has responsibility for fire safety. He will nominate a competent person to undertake specific Duties.

Karl Philpott (Competent Person)

The Property and Maintenance Surveyor will undertake specific actions and duties to protect and prevent incidences of fires as defined in 5.2 below.

Bill Heywood (Competent Person)

The Tenancy Manager will ensure arrangements are in place to undertake the specific actions and duties to protect and prevent incidences of fires as defined in 5.3 below.

All Line Managers (Competent Persons)

All Managers to ensure where appropriate that the requirements defined in 5.4 below are undertaken.

DEFINITIONS

Responsible Person – *The person who heads Senior Management team with overall responsibility for Health & Safety, including Fire Safety within the organisation.*

Operational Responsible Person – *The Person designated to manage fire safety in the EMB area.*

Competent Person – *A person with skills, knowledge, ability, training and experience to assist in the protective and preventative measures with regard to fire safety.*

5.2 Karl Philpott (Property & Maintenance Surveyor) will undertake the following duties on The Management Centre, our 2 blocks of Low Rise flats (Communal areas), and in Void Properties where required;

- Commissioning / Ensuring an appropriate Fire Risk Assessment has been carried out and any findings/recommendations are acted upon
- A regular fire safety inspection is carried out as part of the monthly internal / external audit of the communal areas of our flats and management centre and any findings or actions are appropriately rectified and details of this and any remedial action are recorded.
- Void Properties – All re-servicing works on every void property include testing on the Electrical Installation in accordance with NICEIC requirements and the carry out of any necessary remedial work. The testing of smoke alarms is a routine part of this testing procedure.

5.3 The Tenancy Manager (Bill Heywood) is to lead on preventative and proactive fire safety information to tenants who live in our homes. This may be delegated to Tenancy Officers to undertake the following duties.

- At the 8-week visit ensure new tenants are offered a home safety check from West Midlands Fire Service.
- Ensure all staff and contractors have been trained and briefed to notify the tenancy team when a vulnerable tenant is identified. The tenancy team will then visit the tenant and raise a referral to West Midlands Fire Service to offer advice and fire prevention equipment if appropriate.
- Where there is hoarding the tenancy, team will work with the tenant to address this tenancy breach. Follow up visits are made to check progress. If the tenant will accept support a referral is made to the Housing Outreach team/Hoarding Tasking Group.
- If there are other factors for example substance abuse, or mental health then appropriate referrals e.g. safeguarding will be made.
- Bushbury Hill EMB has a rolling programme of tenancy audit visits, however, when ad hoc concerns are raised by staff, contractors, neighbours or other agencies then an ad hoc audit is carried out.
- In cases where we are made aware of a credible risk of arson e.g. in domestic abuse cases then we will ensure our property team blank letter boxes and install an external post box fitted to the property. These referrals come most often via Wolverhampton Homes domestic abuse team on behalf of MARAC, although they can come from the police, the council or other agencies.

5.4 All Line Managers/ Competent persons as appropriate

- Ensuring that all staff are aware of and understand fire safety arrangements within their workplace.
- Identifying staff to act as fire marshals and ensuring they receive adequate training
- Arranging fire drills (at least annually), ensuring all staff understand the evacuation procedure and where the fire assembly point is and testing of fire safety equipment e.g. fire extinguishers, alarms etc. and to monitor and recommend further measures if required to ensure the management centre is safely evacuated in the event of a fire.

6. Fire Marshals

Fire Marshalls have been appointed and trained to assist in the effective evacuation of the EMB building.

7. Employees

Employees have a duty to co-operate with the employer in all matters relating to Health & Safety and must ensure they act in accordance with the fire safety procedures and instructions given in relation to fire safety. Regarding fire this may include issues such as;

- Ensure Fire doors are used correctly and not wedged open.
- Ensure Fire Extinguishers are in place and unobstructed

- Ensure corridors and escape routes are clear and unobstructed.
- Maintain a tidy work place
- Report any fire hazards or failures in fire safety procedures.
- Appropriate training of staff.

8. Arrangements

The Board is responsible for monitoring compliance with the Policy. In order to achieve this, the Board (or its nominated sub-committee) will review this Policy on an at least an annual basis or more often when there is a need for early review (e.g. because of learning from incidents or changes to legislation). The Board will nominate a Health & Safety Champion who will work with officers to ensure issues of risk are recorded and actioned appropriately.

The Board will receive quarterly performance information including compliance in respect of Fire Risk Assessments, associated actions and the specific duties detailed (5.2 and 5.3) and will monitor and review these arrangements to ensure effectiveness.

Policy Approval Date: 5th December 2024