***Fire Risk Assessments (FRA) Procedure***

***Undertaking Fire Risk Assessments in Communal Areas of Flats & Registered Non – Domestic Assets***

***Purpose of Document***

To establish a formal and detailed procedure within the context of the Fire Safety Order 2005 in relation to undertaking Fire Risk Assessments (FRA’s). To include the management of associated action plans for flats and non-domestic assets having ‘recognised’ communal areas. This document is confined to properties under the direct control and management of Wolverhampton Homes.

***Responsible Person (within the context of FSO 2005):*** - Wolverhampton City Council (WCC)

***Delegated Responsibility as Managing Agent*** - Wolverhampton Homes Ltd (WH) Ltd

***Director with Overall Responsibility for Fire Safety:* -** Director of Property Services

## *Identified ‘Competent’ Person’:* - Stock Investment Manager

***FRA Process Owner*  -** Director of Property Services

***Process Users***

# *Property Services Directorate*:

Stock Investment, Contracts and Compliance, DSO Operations (Repairs/ Voids), Homes Direct

## *Housing Directorate*:

Estate Services/ Concierge, Housing Management, Homes Sales and Leaseholders

## *Corporate Services Directorate*:

Health and Safety, Communications Team

***Approved by: -*** WHSenior Management Team: **Date: March 2012**

***Effective Date: -***  01 April 2012

***Reviewed/Updated: -*** As required

***Review to be Undertaken by*: -** Health & Safety and Stock Investment Divisions

***Signed by:***

***Responsible Person: ……………………… Shaun Aldis Chief Executive***

***Overall Responsibility for Fire Safety:* *………………… Kevin Manning Assistant Director - Property Services***

***Identified ‘Competent’ Person: ………………………. Myk Kaszuba Stock Investment Manager***

***Reference Documents***

Regulatory Reform (Fire Safety) Order 2005

Housing Act 2004 (Parts 1 & 2) - Housing Health and Safety Rating System/ Houses in Multiple Occupation

Local Government Group (LGG) – Fire Safety in Purpose Built Blocks of Flats (July 2011)

Furniture and Furnishings (Fire) (Safety) Regulations 1988

Building Regulations 2000 (as amended)

Approved Document B (Fire Safety) Volume 2 – Buildings other than dwelling houses (2006 edition)

CLG Guidance document – Fire Safety Risk Assessment – sleeping accommodation (2006 edition).

Local Government Regulation - LACORS – Housing Fire Safety (July 2008)

Wolverhampton Homes - Tenancy Agreement Conditions

ASFP Guidance for fire risk assessor passive fire safety – Draft Document (October 2011)

***Associated Documents held on WHMS***

WHCD2016 WH Fire Safety Policy (MD)

WHCD0040 Procedure Fire Damage to Council Properties (MD)

WHAM0047 FRA Protocol Flowchart (MK)

WHAM0048 Response Repairs – Fire Safety Procedure (IM)

WHAM0088 Out of Hours Fire Damage Supervision (IM)

WHAM8148 Void Property Fire Safety Check (ZB)

WHHM6114 Concierge – Method Statement: Checking Fire Safety Equipment in Bin Rooms (JH)

WHHM615 Concierge - Fire Safety & Equipment Check (JH)

**1 Objectives**

* 1. To ensure that Wolverhampton Homes (WH) has a systematic regime of inspecting designated non-domestic assets and all flats which have ‘recognised’ communal areas, so as to ensure that they are free from fire risks and hazards.
	2. To ensure WH complies with all mandatory and legislative requirements relating to fire safety, collates all key documents and recognised working procedures and practices appertaining to Fire Safety, with particular reference to The Regulatory Reform (Fire Safety) Order 2005 and the recently published guidance LGG - Fire Safety in Purpose Built Blocks of Flats (July 2011).
	3. To identify a named ‘FRA Process Owner’, a named lead officer ‘Competent Person’ to ensure that all mandatory works are undertaken and recorded appropriately. This procedure establishes clear roles and responsibilities for specific Directorates within the organisation.
	4. To ensure that following the completion of any FRA, where fire risks and hazards are identified action plans are prepared and actioned accordingly, so as to effectively mitigate/manage any risk/s.

**2 Legislative Requirements**

* 1. ***Regulatory Reform (Fire Safety) Order 2005 [FSO Order]* –** Applies to all non-domestic premises in England and Wales, including the common/communal parts of blocks of flats and houses in multiple occupation (HMOs). Within the context of the FSO order 2005 the ‘Responsible Person’ must ensure that fire risk assessments are carried out for relevant properties together with the maintenance of an up to date fire management plan.
	2. ***Housing Act 2004 (Part 1)* -** Introduced the Housing Health and Rating System (HHRS), a new Government approach to the evaluation of the potential risks to health and safety from any deficiencies identified in dwellings. This rating system identifies a number of prescribed categories of potential hazards, one of which is fire. The underlying principle of the Housing Health and Rating System is that any residential premises should be a safe and healthy environment for any potential occupier or visitor. Fire is one of the categories of hazards that have to be considered.
	3. ***Furniture and Furnishings (Fire Safety) Regulations 1988 -*** Sets levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery. All furniture within lettings commencing after 1st January 1997 must meet the fire resistance requirements of the regulations. Landlords must ensure that any furniture supplied meets the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and the only practical way of doing so is to ensure that the furniture is labelled by the manufacturer in this way, if this cannot be ascertained then the furniture should be replaced.
	4. ***Building Regulations 2000 (as amended)*** - Approved Document B (Fire Safety) Vol 2: Buildings other than dwelling houses (2006 edition) introduced changes that came into force on 6 April 2007. It affects all building works occurring in England and Wales, such as the erection, extension or material alteration buildings, and how fire safety is designed into a building.
1. **What is a Fire Risk Assessment?**
	1. A fire risk assessment is the foundation for any fire safety measures required in a block of flats. It is a legislative requirement, as required by the Regulatory Reform (Fire Safety) Order 2005.
	2. Fire risk is a combination of the likelihood of fire occurring and the consequences to the safety of people if it does occur. A fire risk assessment (FRA) is, therefore, simply a systematic and structured examination of the likelihood of fire and the likely consequences to residents and others who may be affected by fire.
	3. The purpose of an FRA is to evaluate the risk to people from fire, taking into account existing fire safety measures, and to determine whether additional measures are necessary.
	4. FRA’s are concerned with fire safety within common parts or communal areas, individual flats are outside the scope of the FSO itself. As such there is no requirement for the FRA to include measures to protect tenants/residents from a fire within their own dwelling. However, it is considered good practice/necessary to gain limited entry at least to a sample of flats to ensure that where a fire does occur within a flat; there is no undue risk to other residents. n.b: Although WH will not normally undertake FRA’s to individual flats, if and when considered necessary and/or recommended by the West Midlands Fire and Rescue Service (WMFRS) an FRA will be undertaken.
	5. In summary, FRA’s need to consider the ‘general fire precautions’ defined within the FSO. The principal ones for purpose-built blocks of flats mainly:
	* Measures to reduce the risk of fire and the risk of the spread fire
	* Means of escape from fire
	* Measures to ensure that escape routes can be safely and effectively used
	* An emergency plan, including procedures for residents in the event of fire
	* Measures to mitigate the effects of fire
2. **Types of Fire Risk Assessment**
	1. The scope of any FRA must be relevant to the nature of the premises and the amount known in respect of the structural protection. Generally there are four recognised different types of FRA that can be carried out for purpose built blocks of flats. Each differs in the extent to which buildings are inspected.
* **Type 1** **- Common parts only (non-destructive)** - Basic FRA which satisfies the requirement of the FSO 2005.
* **Type 2 -** **Common parts only (destructive)** - Generally similar in scope to Type 1 FRA, except that a degree of destruction is required, carried out on a sampling basis. Usually carried out as a one-off exercise, where there is good reason to suspect serious structural deficiencies that could lead to spread of fire beyond its origin.
* **Type 3 - Common parts and flats (non-destructive)** - Includesall works involved in a Type 1 assessment, but exceeds the scope of the FSO. Considers arrangements for means of escape and fire detection i.e. smoke alarms within at least a sample of individual flats. This type of FRA may be considered appropriate if there is reason to suspect serious risk to residents in the event of a fire in their flats.
* **Type 4** – **Common parts and flats (destructive)** – Same scope of works as a Type 3 assessment, except that there is a degree of destructive inspection, in both the common parts and the flats, carried out on a sampling basis. Normally only appropriate to carry out in vacant flats due to nature of destructive inspection. Most comprehensive FRA, only carried out in limited circumstances – such as major refurbishment /construction works and there is reason to suspect serious risk to residents from both a fire in their own flats/neighbouring flats.
1. **Carrying out/Commissioning Fire Risk Assessments**
	1. There is no legal requirement for FRA’s to be carried out by specialists such as external consultants. However, whilst organisations may feel more confident by receiving independent advice, it is possible that those with less specialist knowledge, such as in-house Property Surveyors could undertake FRA’s with suitable training.
	2. When specifying the brief to the assessor, the ‘Responsible Person’ should:
* Ensure that the FRA assessor is a competent person.
* Establish that the FRA assessor has suitable experience and knowledge of carrying out FRA’s in the type of buildings within the housing stock.
* Specify the type of FRA required – i.e. Type 1,2,3 or 4
* Ensure that relevant information is provided about the building, occupants and arrangements for the management of fire safety.
* Ensure that access is provided to buildings and/or flats where necessary.
* Provide an appropriate contractor where destructive surveys are required
* Specify the style and format required for the FRA reports
* Insist that action plans include clear priorities and timescales for all recommendations. N.B It is important to differentiate between actions essential to satisfy legislation and those that are a matter of good practice.
	1. **Irrespective of whoever is commissioned to manage or undertake the FRA’s, it does not absolve the ‘Responsible Person’ (WCC/WH) of their overall responsibilities within the context of the FSO 2005.**
1. **Wolverhampton Homes (WH) Procedure**
	1. WH accepts the requirement of the Fire Safety Order (FSO) 2005 that as the managing agent of a number of purpose built blocks of flats, the organisation is responsible for fire safety for the common parts/communal areas of those buildings.
	2. Responsibility for complying with the FSO 2005 order rests with the “Responsible Person”. Although within the context of FSO 2005 the ‘Responsible Person’ is the employer/owner of the premises – WCC/WH, within WH the person with designated day to day responsibility for undertaking this function is the Stock Investment Manager, under the direction of the FRA Process owner - Director of Property Services.
	3. To ensure full compliance with WH legislative responsibilities the Stock Investment Manager is supported by an internal cross- directorate Fire Safety group. Issues/Progress made is reported to regular 6 weekly meetings of the group. A summary of individual roles and responsibilities are outlined within Section 9 of the procedure.
	4. For compliance with the FSO 2005, WH has agreed that FRA’s will be reviewed:
* Regularly (Frequency detailed as per Paragraph 7 below)
* When material alterations take place
* When there is a significant change in the matters that were taken into account as the risk assessment was carried out – this includes a widespread change in the type of residents occupying the block
* When there is a reason to suspect that the original fire risk assessment is no longer valid e.g. after a fire that occurred within, or spread to, the common parts.
* After completion of significant works completed to address shortcomings identified by the fire risk assessment.
	1. As necessary following the completion of any Fire Risk Assessment an action plan will be created detailing:
* The name of the Directorate/Service area responsible
* Nature of works identified/required – by whom,
* Accurate time scales by which any remedial works need to be completed – differentiating between works essential to satisfy the FRA and those considered to be good practice.

**It is a requirement of the procedure that all FRA action plans will be signed off by relevant managers/senior officers (e.g. SO1 and above), when all identified work/issues are completed. If works are incomplete within the timescale set a written explanation must also be provided.**

* 1. WH undertakes to work closely with all stakeholders affected by this procedure, particularly seeking recommendations and advice from WH’s Health and Safety Unit and the West Midlands Fire and Rescue Service, to ensure compliance with current fire safety standards. The organisation accepts and acts upon any findings, following any inspections of our dwellings by the West Midlands Fire and Rescue Service (WMFRS).
	2. The Health and Safety Unit will co-ordinate and facilitate in conjunction with Learning & Development (L&D) all necessary instruction and training, to ensure that staff can execute their duties effectively and work in full compliance of all mandatory and legislative health and safety requirements.
	3. Each Director will have the responsibility for undertaking periodic audits across the full range of fire safety activities within their own service area, to ensure that quality assurance standards and procedures are met in accordance with this procedure.
	4. Under the direction of the Director of Property Services/Stock Investment Manager, WH will proactively seek out and act upon best practice in this difficult, challenging and changing area of work. Embracing learning from actual incidents that occur and taking all reasonable steps to prevent similar incidents happening again.
	5. All information relating to the fire risk assessments and associated action plans will be managed, recorded and filed within the Stock Investment Division. All documents will be manually and electronically stored so as to be available for WH colleagues, Health and Safety Division, external auditors and the WMFRS etc.

Documents are available via WHMS document library and the following internal link: [**l:\whs\shared\communal area Fire Risk Assessment**](file:///C%3A%5CUsers%5Cinsu032%5CAppData%5CLocal%5CMicrosoft%5Cwhs%5Cshared%5Ccommunal%20area%20Fire%20Risk%20Assessment)

* 1. WH is proactive in giving advice to tenants/customers on what to do in the event of a fire in their block of flats and other fire safety issues. Information is available in the public domain via the following internet links:

[**http://www.direct.gov.uk/en/HomeandCommunity/InYourHome/FireSafety/index.htm**](http://www.direct.gov.uk/en/HomeandCommunity/InYourHome/FireSafety/index.htm)

[**http://www.wolverhamptonhomes.org.uk/yourHome/YourSafety/FireSafetyInFlats.aspx**](http://www.wolverhamptonhomes.org.uk/yourHome/YourSafety/FireSafetyInFlats.aspx)

1. **Scope**
	1. This procedure only addresses the 21,247 properties under the direct management of WH; it excludes 2,271 properties managed by the four Tenant Management Organisations (TMO’s) (Data source Promaster Asset Management Data Base). This is based on the fact that FRA’s, and the implementation of subsequent action plans, realistically can only be managed by the managing agent having the resources and legal authority to implement any findings/actions arising from the FRA’s.
	2. ***Training* -** WH will provide necessary training to Property Supervisors /Surveyors based within the Stock Investment Division as to deem them ‘competent’ (as defined within the LGG - Fire Safety in purpose built blocks of flats guidance) to complete fire risk assessments. Any Qualifications obtained will be accredited externally i.e. By the I.F.E (Institute of Fire Engineers) and approved in-house by the Health and Safety Unit.
	3. All blocks/properties have been categorised against their associated level of fire risk into one of 4 identified categories ,

**The identified categories/associated frequency requirements are:** -

***Category 1*** – High Rise multi storey blocks (6 storeys or more) with communal areas

(Including former designated low rise sheltered blocks)

*Frequency* - Every 12 months (with the exception of Chervil Rise - where FRA’s will be carried out every 2 years due to no ‘recognised’ communal areas)

***Category 2*** – Medium Rise blocks (3-5 storey) with communal areas

 *Frequency -* Every 3 years

***Category 3*** – Low Rise blocks (up to 2 storeys) with communal areas *Frequency -* Every 5 years

***Category 4*** - Miscellaneous properties – non-domestic assets

*Frequency -* Every 2-3 years depending on the property rating (See paragraph 7.5 below)

7.4 In total **834** blocks city-wide require fire risk assessments to be carried out, covering some 7,167 individual dwellings. (Representing 33.65% of the overall stock managed by WH)

Numbers of buildings/blocks falling into each of the 3 designated Domestic categories is: -

***Category 1*:-** 36 High Rise multi storey blocks (6 storeys or more) with communal areas

12 Deck Access blocks @ Chervil Rise with no communal areas

10 Low Rise Blocks (former ‘designated’ sheltered accommodation).

## *Category 2*: - 360 Medium Rise (3- 5 storey) blocks with communal areas

## *Category 3*: - 416 Low Rise (up to 2 storeys) blocks with communal areas

 7.5***Category 4*:** **-** Miscellaneous Non- Domestic Assets/Premises

In addition to Categories 1, 2 and 3, there are a number of non-domestic assets that require FRA’s to be undertaken.

These are recorded and listed as part of WH Corporate Non-domestic Asset Register:

13 Local/Area Offices

9 Concierge Offices

9 Tenants Meeting Rooms

5 Laundries Blocks (comprising 26 laundries/rooms)

4 TMO Offices

11 Miscellaneous (boiler/pump rooms and work shops)

*(Data source: – Non Domestic Asset Register)*

For buildings/premises classified with a ‘High Rating’, a Fire Risk Assessment will be conducted every 2 years, as opposed to those with a ‘Low Rating’ every 3 years. Buildings that have undergone any major alterations, improvement or change of use, an FRA will be conducted as part of any modification works.

7.6 ***Types 1 & 2 - FRA’s:*** Where identified via the periodic inspections undertaken by the Stock Investment Team; Type 1 ‘common parts (non-destructive)’ tests will be undertaken within individual blocks/properties in accordance with the agreed inspection protocol. Priority will be given mainly to Category 1 and 2 buildings as per paragraph 7.3 above. Where specific concern has been raised following a fire or similar incident a Type 2 ‘common parts (destructive) survey’ will be undertaken.

7.7 ***Types 3 & 4 – FRA’s***: Where extensive refurbishment or construction works are undertaken a proactive inspection regime of destructive/non-destructive inspection will be undertaken.

7.8 ***Tenancy Audits/Inspections*** In addition to the FRA programme, WH also undertakes fire safety checks and precautionary work as part of its introductory tenancy inspections, vulnerability, tenancy and estate audits. These are subject to separate policy and procedures but include an element of fire safety. It is acknowledged that this is especially important for flatted estates.

**8 FRA Process**

* 1. The Stock Investment Division will generate the programme of addresses for FRA’s based on the inspection regime (defined at Section 6 & 7 of this procedure).
	2. The FRA’s will be undertaken by either trained competent in-house surveyors from the Stock Investment Division and/or approved external Fire Risk Assessors. (See paragraphs 6.6 and 7.2 above).
	3. An FRA will be carried out on each block, based on the 5 fundamental principles of:

***Step 1- Identify fire hazards*** – specifically identify sources of ignition, sources of fuel and sources of oxygen.

***Step 2 - Identify people at risk*** – specifically identifying people in and around the premises and people especially at risk. (As part of the assessment process tenant profile information should be requested in advance of any survey. This information will give the surveyor a better understanding of the make up of tenants and residents within the blocks, their lifestyle needs and vulnerabilities).

***Step 3 - Evaluate, remove, reduce and protect from* risk** – specifically evaluate the risk of a fire occurring. Evaluate the risk to people from fire. Remove or reduce the hazards. Remove or reduce the risks to people by fire detection and warning, fire fighting, escapes routes, lighting, signs and notices and maintenance.

***Step 4 - Record, plan, inform instruct and train*** – specifically record the significant findings and action taken. Prepare an emergency plan. Inform and instruct relevant people; cooperate and coordinate with other people. Provide training.

***Step 5 - Review*** – specifically keep assessments under review and revise where necessary.

* 1. ***FRA Action Plans*** Depending on the outcome of the fire risk assessment if remedial action is required an action plan will be created. Due to the varied and complex nature of identified management and work related issues the action plan produced will be classified into 4 sections/headings:

**High Risk** –Major improvement required within a short timescale. Signifies risk to life or property or failure to observe statutory requirements

**Medium** - Minorimprovement required within short to medium term timescale. Signifies minor infringement or poor process

**Low** - Minor improvement recommended. Actions are not necessarily statutorily required but would improve the culture and effect of the fire safety strategy. No fixed timescale but should be considered medium to long term

**Satisfactory** –Satisfactory standard

**N.B Timescales will be determined/agreed jointly between the Stock Investment Manager and the appointed FRA expert**

* 1. As per paragraph 6.4 above, FRA Action Plans will specify:
* The name of the Directorate/Service area responsible
* Nature of works identified/required – by whom,
	+ Accurate time scales by which any remedial works need to be completed – differentiating between works essential to satisfy the FRA and those considered to be good practice.

**Progress will be monitored at 6 weekly meetings of the Fire Safety Group and signed off as complete by an appropriate Senior Officer.**

* 1. The Fire Safety Procedure is further supported by the:-
* Daily communal fire safety inspections undertaken by Concierge officers for all category 1 properties: - High - Rise.
* ¼ly fire safety inspections undertaken by Concierge officers and Estates for all category 2 & 3 properties – Medium & Low Rise.
* Corporate non-domestic asset register managed by Contracts and Compliance
* Introductory tenancy inspections, tenancy and estate audits undertaken by Housing Management and Estate Officers.
1. **Summary of Roles and Responsibilities**

The action plans highlight many and varied issues across a range of key service areas. The following paragraphs list the service areas involved, and their relative areas of responsibility. The tasks/duties listed are neither prioritised nor exhaustive, but aims to provide a clear indication of relevant roles and responsibilities across all service directorates: –

*(Refer to Appendix 3 - Summary of Corporate Responsibilities for more detailed information)*

* 1. ***Director of Property Services - (Overall Responsibility for Fire Safety/FRA Process Owner)***

Stock Investment Division:

* Stock Investment Manager – Nominated Competent Person.
* Chairing, co-ordination and minute taking of 6 weekly Fire Safety Group Meetings.
* Commissioning and/or undertaking fire risk assessments.
* Annual review of FRA programme including identifying new improvement and refurbishment programmes of work.
* Monitoring/Maintenance of all fire risk assessments, action plans, fire Safety records and completion certificates etc. (Held electronically on Buzzsaw and Promaster).

DSO – Repairs & Voids

* Dealing with miscellaneous repairs to the fabric and structure of the building so as to prevent the spread of fire. E.g. repairing/ replacing fire doors, door furniture, communal glass, refuse chutes, fire stopping, fire alarms and compartmentation issues.
* Undertaking fire safety non-destructive precautionary inspections and associated works, as an integral part of the void lettable standard. All work to be recorded and filed with Stock Investment Division.

Contracts and Compliance Division:

* Management and servicing of: dry risers, emergency lighting, installed fire alarms, sprinkler systems and fire equipment, lightening conductors, communal painting etc.
* The scope and frequency of work undertaken is in- accordance with the requirements of the corporate non-domestic asset register.

Decent Homes Team

* Undertaking fire stopping measures associated with any repairs or replacement of elements within the fabric and structure of buildings carried out under the Decent Homes programme. E.g. fire stopping around pipes services or ducts that pass through walls or floors which require some level of fire protection.

Homes Direct

* To receive and record on the Northgate ICT system or similar approved method all relevant fire safety repairs and management issues, mainly from concierge officers and tenants etc.
* To acknowledge their importance, prioritise the requests and act upon these reports by informing the relevant Service Section so that the appropriate action can be taken efficiently and in accordance with the policy, procedures and protocols.
	1. ***Director of Housing***

### Estates Services/Concierge Team

* To deal with all fire safety signage issues, the removal of obstructions from emergency escape routes and the removal of rubbish from store areas. Including undertaking daily communal fire safety inspections on Category 1 properties.
* To deal with tenancy management issues such as refuse in bin stores and the removal of obstructions including carpets, furniture and fixtures from the communal areas.
* Undertaking ¼ly fire safety inspections undertaken by Concierge officers and Estates for all category 2 & 3 properties – Medium & Low Rise properties.

### Homes Sales/Leaseholders Division

* To deal with fire safety issues relating to leasehold properties particularly where an entrance door to a flat is identified as not being a fire door. Homes Sales staff to confirm with leaseholders and request/provide proof that their external front door is a fire rated door.
* To deal with and arrange periodic inspections of shops that are immediately below flats and communal areas in terms of approved usage and storage of flammable liquids and other high risk fire related issues.

### Housing Management

* To undertake tenancy/vulnerability and estate audits and introductory tenancy inspections. Enforcing and supporting Estate Management teams in the zero tolerance approach to keeping the communal areas free of all miscellaneous items (door mats, mobile scooters etc).

* 1. ***Director of Corporate Services***

Health and Safety Unit

* To provide necessary professional health and safety advice, guidance and instruction on all general fire safety matters relating to the service provided by WH.
* To arrange and facilitate (in conjunction with L&D where appropriate) on-going formal training programmes.
* To undertake internal audits as instructed by the Director of Property Services to ensure full compliance of relevant fire safety policy and procedures.
* Undertake stakeholder, residents training and awareness courses, ensuring that all fire safety, notices, instructions and tenant information is given and is updated. *(It is of particular importance that residents living on flatted estates are aware of their own health and safety obligations in addition to WH evacuation procedures in the event of a fire).*
* To audit the quality procedures.

Communications Division

* To be responsible for the on-going communication strategy arising from this procedure including: - marketing, publicity and consultation exercises.
	1. ***All Directorates***  Under the overall direction of the Director of Property Services, individual Directors and/or Heads of Service are also responsible for:
	+ Ensuring that all work identified in the FRA Action Plans as being the responsibility of their team/s are completed to the correct specification, quality and timescale. (An important aspect of this will be to record the action taken for possible future evidence)
	+ Undertaking periodic audits across the full range of fire safety activities within their service area, to ensure that quality assurance standards and procedures are met in accordance with this procedure.
1. **Fire Safety Protocol, Regimes and Specifications**
	1. Due to the varied nature of fire safety issues and the requirement to meet Legislative requirements, British Standards and a variety of published Technical Guidance, a series of in-house documents have been created to support this FRA procedure. Attached is a list of the in-house documents, detailing the supporting specifications, protocols and regimes that WH adopts: - Details of all appendices are held in the shared directory @ [**l:\whs\shared\communal area fire risk assessment**](file:///C%3A%5CUsers%5Cinsu032%5CAppData%5CLocal%5CMicrosoft%5Cwhs%5Cshared%5Ccommunal%20area%20Fire%20Risk%20Assessment)

**List of Appendices – held in WHS shared directory**

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| **Appendix** |  | **Title** | **Service Area** | **Lead Officer** |
| **1** |  | **FRA Inspection Protocol (flow chart) (WHAM0047)** | Stock Investment | Myk Kaszuba |
| **2** | *2.1* | *Corporate Register - Category 1, 2, 3 and 4 properties (including 5 year programme)* | Stock Investment | Myk Kaszuba  |
| *2.2* | *Corporate Register - Summary*  |
| **3** |  | **Summary of Corporate Responsibilities** | Stock Investment | Myk Kaszuba  |
| **4** | *4.1* | **Repairs Protocol***Response Repairs protocol* | DSO – Repairs & Voids  | Ian Meakin |
| *4.2* | *Response Repairs procedure* |
| **5** | *5.1* | **Voids Protocol***Void Lettable Standard* | DSO – Repairs & Voids  | Ian Meakin |
| *5.2* | *Void Fire Safety Inspection* |
| **6** |  | **Smoke Alarm and Fire Detection Protocol** | Contracts and Compliance | Roy Parlor |
| **7** |  | **Emergency Lighting Protocol** | Contracts and Compliance | Roy Parlor |
| **8** |  | **Lightning Conductor Protocol** | Contracts and Compliance | Roy Parlor |
| **9** |  | **Dry and Wet Riser Inspection Regime Protocol** | Contracts and Compliance | Roy Parlor |
| **10** | *10.1* | *Non-fire retardant flat entrance doors* | Stock Investment /Health & Safety  | Myk Kaszuba/Mark Darmody |
| *10.2*  |  *Fire Door Specification* |
| **11** | *11.1* | *Compartmentation Protocol*  | Stock Investment  | Myk Kaszuba/Mark Darmody |
| *11.2* | *Promaseal Product Selector* |
| *11.3* | *Promaseal Brochure* |
| *11.4* | *Fire Safety in Purpose Built Blocks of Flats (2011)* |
| **12** |  | **Concierge daily Fire Safety Inspection Protocol** | Estate Services | Darren Baggs |
| **13** |  | **Signage and Fire Safety Notice Protocol** | Estate Services | Darren Baggs |
| **14** |  | **Locked stores and shed protocol** | Estate Services | Darren Baggs |
| **15** |  | **Bin Rooms and Storage Areas** **Fire safety control Measures** | Estate Services | Darren Baggs |
| **16** | *16.1* | **Health & Safety Tenant Notification and Evacuation Procedures***Void Information Pack & Tenancy* | Health and Safety | Mark Darmody |
| *16.2* | *Evacuation & Fire Safety Signs/Literature* |
| *16.3* | *Fire safety in Flats Document* |
| *16.4* | *Stay Put Policy Protocol* |
| **17** | *17.1* | **Housing Management (Fire Safety)***Tenancy Audit Protocol* | Housing Management | Nigel Homer/Angela Barnes |
| *17.2* | *Tenancy Audit Form* |
| *17.3*  | *Amendments to include vulnerability* |
| *17.4*  | *Tenancy Audit Process* |
| **18** | *18.1* | **Housing Management (Fire Safety)***Management of Communal Areas (including Zero tolerance policy)*  | Housing Management | Nigel Homer/Angela Barnes |
| *18.2* | *Management of Communal Areas Process* |
| **19** |  | **Leaseholder Protocol and Enforcement Procedure** | Home Sales | Helen Bellingham |
| **20** | *20.1* | *Fire Stopping Completion Certificate Protocol* | Stock Investment | Myk Kaszuba |
| *20.2* | *Fire Stopping Completion Certificate Covering Note* |
| **21** | *21.2* | *FRA Action Plan – Template*  | Stock Investment/ Health & Safety | Myk Kaszuba/ Mark Darmody |
| *21.3* | *Completion Certificate - Templates - confirming all service completion certificates received and the action plan complied with.*  |
| *21.4* | *Final Completion Certificate - Template* |
| **22** |  | **Equality Impact Assessment.**  | Stock Investment | Myk Kaszuba |
| **23** |  | **WH Corporate Fire Safety Policy** | Health and Safety | Mark Darmody |
| **24** |  | **Promaster systems and officer access arrangements**  | Stock Investment | Myk Kaszuba /Matt Yates |
| **25** |  | **Fire Safety Training Programme:- course contents, officers, accreditation and timetable** | Health and Safety | Mark Darmody |
| **26** |  | **Health and Safety Audit Procedures** | Health and Safety | Mark Darmody |
| **27** |  | **Partnership Agreement:-****West Midlands Fire and Rescue Service – House** **Fire Safety Checks Protocol** | Health and Safety | Mark Darmody |