

Fire Safety Management Policy

Department Policy: Health Safety and Environment

GENERAL - INTERNAL

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1. Purpose

The aim of this policy is to proactively manage the potential risk to life arising from fire in buildings owned or managed by Riverside or its subsidiaries.

This Policy sets the key objectives, control measures and accountabilities for ensuring fire safety and sets out the steps RIVERSIDE will take to identify, assess, and control risks of fire.

The purpose of this policy is to ensure Riverside meets its obligations under the following legislation:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire (Scotland) Act 2005
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- Regulatory Reform (Fire Safety) Order 2005.

Other relevant code of practice and standards are referenced within the Riverside Fire Management Plan.

2. Scope

This policy applies to all fire safety risks and fire safety equipment within all buildings owned or managed by Riverside.

Riverside will undertake Fire Risk Assessments (FRAs) in qualifying buildings. Buildings are risk rated from level 1 to level 5, with the occurrence of survey carried out over the corresponding 1–5-year frequency. Riverside will carry out and document FRAs for:

- Offices and business premises occupied and managed by Riverside.
- The communal areas of blocks of flats
- The communal areas of Extra Care, Sheltered and Supported Housing Schemes
- Houses in Multiple Occupation
- Communal buildings
- Commercial buildings

N.B. FRAs are not required in individual private dwellings, including self-contained flats.

3. Principles

Riverside will undertake the following:

- Develop positive working relationships with Primary Authority Partner the London Fire Brigade (LFB) and local fire authorities and local housing authorities, including complying with any enforcement or fire matter notices issued in writing, ensuring all works are completed.
- Fire Risk Assessments
 - Carry out regular Fire Risk Assessments in all premises as required by the legislation, to the agreed 1–5-year frequencies.
 - Appoint suitably qualified and competent persons to undertake fire risk assessments.

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- Keep a register of Fire Risk Assessments [the FRA Register] recording the date of the last assessment.
 - Identify & deal with any hazards or lack of suitable fire management controls found, by taking corrective and remedial actions [Fire Actions] as appropriate.
 - Keep a register of Fire Actions [the Fire Action Register] recording the due date to complete the action (as set out in the FRA) and the actual date of completion.
 - Ensure general precautions are taken; including carrying out planned programmes of work in all our properties to install mains wired fire detectors over a reasonable period.
- External Wall systems
- In accordance with industry guidance, check external wall systems/ cladding for any non-conforming materials that are not of limited combustibility and ensure risk mitigation and risk reduction is implemented.
 - Provide to their local Fire and Rescue Service information about the design and materials of a high-rise building's external wall system and to inform the Fire and Rescue Service of any material changes to these walls. And information in relation to the level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken.
- Evacuation
- Provide and maintain safe means of escape from premises in the event of a fire.
 - Develop specific evacuation plans, taking account of the needs of residents including those with disabilities.
 - Provide their local Fire and Rescue Service with up-to-date electronic building floor plans and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a secure information box on site for 18m+/7 Storey + buildings.
 - Carry out a practice evacuation where appropriate to ensure evacuation procedures are appropriate.
 - Provide Wayfinding Signage which is visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings.
- Fire Safety Equipment
- All care & supported housing properties and all communal areas will be appropriately equipped with fire protection equipment and emergency lighting, fire doors, and safety signs.
 - Ensure appropriate arrangements are in place for the effective planning, organisation, control, monitoring and review of fire prevention and protective measures,
 - Maintain all fire safety equipment and installations and undertake regular inspections and operational functional testing through in building safety inspectors in line with our risk based approach (risk level classification and frequency, subject to dynamic risk assessment)
- Premises Information Boxes:
- install and maintain a secure information box in their building. This box must contain the name and contact details of the Responsible Person and hard copies of the building floor plans and other relevant information.
- Staff training & competence
- Ensure all colleagues receive training appropriate to their duties under the RRFSO and those with delegated responsibility for fire safety through our competency framework.

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- Provide fire related risk information to all Riverside customers and stakeholders.
 - Provide relevant fire safety instructions to our customers, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building.
 - Provide Customers with information relating to the importance of fire doors in fire safety

- Lifts and other Key Fire-Fighting Equipment:
 - undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in their building and check the functionality of other key pieces of firefighting equipment.
 - Report any defective lifts or equipment to our local Fire and Rescue Service as soon as possible after detection if the fault cannot be fixed within 24 hours, and to record the outcome of checks and make them available to residents.

- Fire Doors
 - Develop and maintain Fire Door register
 - In blocks >11m in height undertake annual checks of flat entrance doors and quarterly checks of all fire doors in the common parts.
 - In blocks <11m undertake regular inspections of all fire doors as part of the building safety inspections.

- “Fires:
 - Ensure emergency arrangements are in place and tested to protect colleagues and customers
 - Conduct thorough investigations and learn from outcomes of fire incidents “
 - Monitor false alarms

4. Further Information & Support

The Riverside Fire Management Plan provides further information regarding Riverside’s approach to managing fire safety and provides further detailed requirements on key roles and responsibilities.

[Fire safety management policy.url](#)

5. Roles and Responsibilities

Managing Director for Riverside Scotland	<ul style="list-style-type: none"> • Responsible for overall policy implementation • Ensure that adequate resources are made available to enable the objectives of the policy to be met.
Head of Service Delivery for Riverside Scotland	<ul style="list-style-type: none"> • The Accountable risk lead with responsibility to appoint a responsible person and to ensure a Fire Safety Policy and Fire Management Plan is in place and a strategic risk register is in place which documents the key risks, controls and assurance required. •

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Asset and Compliance Manager for Riverside Scotland	<ul style="list-style-type: none"> The named Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005 Management of legal compliance and for delivery of the key policy objectives, ensure the implementation of the policy, implementing the fire management plan, procedures, staff training, and communication to customers and colleagues.
Building Safety Manager (Fire Strategy & Delivery)	<ul style="list-style-type: none"> Accountable Person and responsible for policy setting, risk reduction strategy and setting our management response to our legal requirements and acts as the Groups lead advisor.
Asset and Compliance Manager for Riverside Scotland	<ul style="list-style-type: none"> Management of FRA Survey and Fire Safety System Servicing and Maintenance contractors. Ensuring all FRA and Servicing follow on work are carried out and maintaining and updating the compliance register C365.
Head of Health Safety & Environment	<ul style="list-style-type: none"> Responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations and monitoring Enforcement Notices.

6. Risk Thresholds

Whilst the strategic approach to Fire and Building Safety is not risk averse in terms of adopting innovation and striving to be a leader in the sector, the safety of Riverside customers and colleagues is a key priority for the organisation. Therefore, there is no appetite for risk in terms fire and building safety and compliance with the law.

There is however a tolerance for risk in adopting a proportionate approach to fire and building safety activities, risk assessment and the controls implemented.

Key risks are monitored through a set of monthly Key Performance Indicators (KPI's). The suite of KPI's is embedded with the executive management and governance reporting structure.

A fire and building safety risk register is maintained and regularly reviewed to ensure a proactive approach to risk identification, reduction, and control.

6. Equality, Diversity, and Inclusion

Riverside is committed to Equality, Diversity & Inclusion. We strive to be fair in our dealings with all people, communities, and organisations, considering the diverse nature of their culture and background and actively promoting inclusion. This policy aligns with Riverside's [Equality, Diversity and Inclusion Policy](#) and has been subject to an Equality Impact Assessment.

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