

FIRE SAFETY MANAGEMENT

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1 Statement of intent

HYELM recognise and fully accept our duty to provide and maintain a safe and healthy work environment for our residents, staff, partners, the public, others affected by our activities and third parties.

As a landlord, we will provide buildings that are safe throughout their lifecycle. In doing so we will ensure, that through our governance arrangements, the management of fire safety risk forms an integral part of our business decision-making process, that we engage with residents and stakeholders and that information is accessible to all.

Board Members and the Executive Team recognise the need to achieve stringent standards to managing fire safety and that it is an on-going process adapting to public concerns, technical progress, regulatory changes and learning from incidents. We will take a risk based approach to managing fire safety, taking into consideration the construction and maintenance of the building, it's status as a registered high rise building, it's use and occupation and the identified levels of risk and recommendations from fire risk assessments and other, expert assessments and surveys.

We will provide effective strategic leadership adopting best practice and provide sufficient resources to assist all staff in the execution of their duties. Our policy is to control risks 'so far as is reasonably practicable', respond to changing demands and to sustain positive attitudes and behaviour towards fire safety throughout our organisation.

Effective fire management is essential for the safety of our residents, commercial tenants, staff, visitors and others with whom we do business. We wish to ensure the safety of everyone and meet our legal responsibilities.

This policy is intended to assist the Board and staff of HYELM in understanding the roles and responsibilities of individuals and the organisation as a whole. This document sets out the system and organisational arrangements for the management of fire safety. We will be transparent about the work we do and consult and inform stakeholders and residents.

The policy applies to everyone at HYELM, and in particular those who have either overarching responsibility or operational control of properties.

The policy sets out specific detail regarding all aspects of fire safety and how this will be managed. It also establishes management responsibilities for fire safety and gives guidance and practical advice on legal standards and requirements. It applies to all properties owned and/or managed and where we employ staff.



Full compliance is essential to ensure the safety of our residents, staff, visitors and contractors and to reduce the risk of enforcement action. Failure to comply with this policy may result in disciplinary action being taken against staff.

2 Key stakeholders

Key stakeholders in relation to fire safety include the following:

- Residents
- Commercial tenants
- Employees
- Insurance Companies
- Contractors
- Enforcing Authorities, principally the Building Safety Regulator and Fire and Rescue Services

Stakeholders will be consulted with through liaison meetings and resident meetings.

We shall also consider, as far as reasonably practicably, the impact of our fire safety systems on our neighbours.

3 Scope

The scope of this policy includes:

- Communication with residents and tenants
- The undertaking of Fire Risk Assessments (FRA), and the timely and effective delivery of remedial works and actions arising from FRAs.
- The cyclical maintenance of fire safety systems and equipment including but not limited to automatic fire detection and alarm systems; emergency lighting; smoke control systems; portable firefighting equipment and dry or wet risers.
- The general repair, maintenance and management activity which could have an impact on fire safety within our buildings.
- The refurbishment activity which could have an impact on fire safety within our buildings.

4 Objectives

There are three objectives under the Policy:

- To Minimise risks of fire in properties. Minimisation of fire risk includes maintenance of electrical and other systems, identification and removal of fire hazards and the provision of fire prevention information to residents.
- To Minimise risks of personal injury and property damage from fire in properties. Improving and maintaining fire protection in properties, including fire detection and fire separation.

Ensuring that buildings can be evacuated as necessary and providing information about the building strategy.

- To ensure that Hyelm complies with its statutory duties and implements good practice for fire safety.

5 Fire management standards

To achieve our objectives, we will:-

- Establish fire safety obligations at relevant functions and levels
- Ensure fire safety is adequately considered within both our day-to-day functions and when planning for significant changes
- Ensure that fire safety issues are actively tracked to completion and reported on regularly to the board and to that end the management of those issues shall consider:-
 - what will be done;
 - what resources will be required, including technical expertise;
 - who will be responsible;
 - when it will be completed; and
 - how the results will be evaluated.
- Ensure that competent advice is obtained as required
- Ensure that our staff are properly trained. When planning how to achieve the fire safety objectives
- Ensure that we consider whether a resident can safely occupy one of our premises prior to signing a tenancy agreement and where appropriate make reasonable adjustments to allow that
- Ensure that we effectively communicate with our residents our fire standards, policies and other key information related to building safety.
- Ensure that we effectively identify risks and take action to mitigate them through regular fire risk assessments (at minimum every 2 years), a program of servicing and maintenance of fire system and equipment and regular audits / reviews of fire safety.

6 Principle legislation

- The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
- The Building Regulations 2010.
- The Housing Act 2004.
- Fire Safety Act 2021.
- The Fire Safety (England) Regulations 2022
- Section 156 of the Building Safety Act 2022.
- The Management of Health & Safety Regulations 1999,
- Building Regulations Part B Fire Safety Volumes 1 and 2
- Gas Safety (Installation and Use) Regulations 1998
- Electrical Equipment (Safety and Use) Regulations 1994
- Furniture and Furnishings (Fire Safety) Regulations 1998

7 Roles and responsibilities

7.1 Board

The 'Responsible Person', in this case HYELM as the Corporate Body, must ensure that a comprehensive fire risk assessment is carried out for all premises under their control by a competent person (see Fire Risk Assessor Competency).

The Board is responsible for:

- Appointing a competent Chief Executive
- Seeking assurance that fire safety is being adequately addressed including meeting our statutory obligations
- Providing adequate resources in a timely fashion to the Chief Executive where requested.

Board Members will ensure they consider fire safety when making decisions at a strategic level and will scrutinise the organisation's fire safety management performance.

The Board will ensure that it receives assurance about adherence to this policy together with relevant reports demonstrating effective fire safety management and risk management.

7.2 Chief Executive

The board have delegated responsibility for fire safety management to the Chief Executive. They are required to:-

- Ensure an adequate fire strategy is in place and periodically reviewed.
- Ensure that a program of regular fire risk assessments (minimum) is implemented and that appropriate risk assessments or surveys are carried out where recommended or required
- Ensure adequate resources are allocated to manage fire risk, seeking adequate resources from the Board where required.
- Monitor organisational fire safety performance including tracking of issues relating to:
 - Selecting fire risk assessors
 - The management of remedial works from FRAs or similar inspections
 - Assessing the impact of future plans
 - Liaising with and completing submissions to the Building Safety Regulator.
- Conducting a Fire Safety Management review consistent with the requirements of this policy.
- Ensure competent persons are retained for building and refurbishment works and ensure that Building Regulations are complied with as far as is reasonably practicable.
- Address any other issues arising in connection with the management of fire safety.
- Recruiting Housing Managers and ensuring they have the competence to 'Act as the Competent Person in relation to fire safety' (retaining that obligation if additional training is required).
- Ensuring commercial tenants are managed safely and effectively.

- Report to The Board at defined intervals and as and when required.
- Ensure adequate training is delivered to those who require it.

7.3 Housing Manager

The Housing Manager has delegated duties and responsibilities for the management of fire risk management. They will:

- Ensure fire safety is managed effectively day to day.
- Maintaining adequate 'Property Information' consistent with this policy for their site(s).
- Act as the Competent Person in relation to fire safety for their site(s).
- Advise the Chief Executive in a timely manner of any issues arising in connection with the management of fire risk.
- Maintain an adequate set of accurate building plans for their site including the recording of key fire safety features on those plans.
- Ensure maintenance, servicing and repair contracts are in place and that those contracts are managed and monitored effectively.
- Oversee commercial contracts and tenants and ensure that fire safety standards are and our policies are fully met.
- Ensure the adequate maintenance and storage of fire safety records in a suitable location on the HYELM Sharepoint.
- Ensure that the suitability of a resident for one of our buildings is assessed adequately prior to signing a tenancy agreement (and where required completing a PEEPs for that tenant and resolving any reasonable adjustments and maintaining those adjustments effectively).
- Monitor the performance of their team.
- Request assistance from specialists when required.
- Ensure adequate training is delivered to those who require it.
- Ensure relevant information is recorded.
- Act on reports of fire safety concerns.
- Ensure that Property Information Boxes (PIB's), where in place, hold up to date contact information.
- Liaise with the Fire and Rescue Services.

7.4 Duty Managers

Duty Managers are HYELM staff or contractors (e.g. Fire Wardens) who are on-site and responsible for the day to day running of Old Street. Whilst on duty they are responsible for:-

- Hazard spotting and reporting in line with our approved inspection processes and policies
- Signing in contractors and ensuring they work in accordance with agreed Risk Assessment Method Statements and our contractor management process.
- Reporting of any issues to from hazard checking or raised by contractors to the Housing Manager.

- Assisting in the checking of certain fire safety systems.

7.5 All Employees

It is the responsibility of all colleagues to continually monitor and manage fire safety as an integral part of their day-to-day duties.

All employees of HYELM, irrespective of their position, have a responsibility to:-

- Attend fire safety training as required.
- Take reasonable care for their own Health and Safety and that of other persons who may be adversely affected by faulty or lack of fire precautions.
- Co-operate with their employer to enable compliance with fire safety legislation.
- Participate fully in fire evacuation drills or actual evacuations.
- Operate any fire evacuation equipment they have been trained to use .
- Operate any firefighting equipment they have been trained to use .
- Report fire safety concerns.

8 Property information

We will collate information in our building safety file/case to enable a holistic understanding of the fire safety management, detailing:-

- a description of the property, including; age, construction, design and materials of external walls, modifications, number of floors, staircases, lifts, plant and mechanical services, means of escape etc.
- occupancy profile
- a description of the current evacuation strategy
- a description of the passive fire safety arrangements
- a description of active fire safety arrangements
- a description of current firefighting arrangements.

property information will be shared with regulatory bodies and the Fire and Rescue Service where required.

9 Fire risk assessment

A fire risk assessment is an organised and methodical look at individual premises, the broad activities that happen within the premises, the occupants and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of a fire risk assessment are to:-

- Identify fire hazards (i.e. anything that has the potential to cause harm) to people and the building
- Identify the risk (i.e. the chance of harm occurring) arising from the hazards as much as possible

- Decide what actions are required to reduce the hazards

We will appoint a “competent” person to undertake fire assessments if the “Responsible Person” (e.g. the organisation) does not have suitably experienced staff to undertake fire risk assessments. In our case, an external, independent and expert contractor will be appointed to undertake this function.

The methodology and layout of fire risk assessments will be determined in liaison with the competent fire risk assessor. We will review fire risk assessments on at least every 2 years.

The risk level will be determined by the fire risk assessment, taking into account the buildings status as a registered high rise in occupation. Should a fire risk assessment determine that the fire risk level is substantial or intolerable discussions will be held with the assessor as soon as possible to agree the required steps to immediately reduce the risk to an acceptable level and plan for further actions.

There are four types of fire risk assessments as follows:

- Type 1 (non-destructive) of the common parts
- Type 2 (destructive survey of common parts only)
- Type 3 (non-destructive of common parts and flats)
- Type 4 (destructive survey of common parts and flats) survey

We will instruct our fire risk assessing contractors to undertake Type 1 assessments and to recommend where Type 2, 3 or 4 assessments are required.

9.1 Fire Risk Assessment Recommendations and Remedial Actions

Recommendations made by Fire Risk Assessors will be added to the Fire safety action plan, with the priority/risk level assigned by the Fire Risk Assessor.

Recommendations (Actions) will be assigned a target deadline for completion based upon:

- Assigned priority level
- Associated risk
- Nature of the remedial action

Decision making about the timescale for completion will be based on the complexity of the work required, a realistic timescale to address or complete and the resources required.

For example, where further surveys are required, or recommended actions entail major works and / or procurement exercises there maybe longer deadlines.

In these circumstances mitigating actions, if needed, will be put into place to reduce risk. For example, the presence of Fire Wardens until remediation works are carried out.

Risk mitigation measures, and the rationale for decision making will be recorded in the Fire Safety Action Plan.

10 Communication

Good communication is essential between all parties including internally, with residents, commercial tenants, the Fire Service and external contractors to ensure exchange of information and to coordinate fire safety management effectively.

We will liaise with the Fire and Rescue Service in order to build and maintain relationships, advise them of our fire strategy and discuss issues as they arise such as false callouts.

We will be expected to liaise closely with the Fire Service and undertake joint visits on a planned programme basis if requested. The Fire Service will set the programme and share it with us in order that we can have on-site presence by the relevant staff.

We will ensure that Property Information Boxes (PIB's), where in place, will hold up to date contact information. The information will be kept in a confidential manner and updated so as to comply with the General Data Protection Regulations.

Where PIB's are not in place, the Fire and Rescue Service will be given contact details including out of hours.

11 Information to residents

We will provide all residents with fire safety information in their induction packs and advice and ensure it is relevant and in a format that is suitable.

We will re-issue Fire Safety information to residents regularly; writing to residents formally at least twice yearly, sending email reminders and prominently displaying Fire Safety information and notices.

The information we provide will include the following:

- Fire evacuation strategy
- Information regarding communal storage and use of communal areas designed to minimise risk of fire
- Our key fire safety policies for the building including our policies around smoking, prohibition of electrical bikes (or similar) etc
- Smoke and heat alarm information
- General domestic fire safety advice for their residence on the prevention of fires
- The importance of fire doors, including the need to keep them shut, not to tamper with self-closing devices, and to report any faults or damage immediately.

Residents will be expected to read their tenancy agreement which outlines their responsibilities regarding health and safety, and ours as landlords.

Fire safety information will be re-issuing every 12 months.

We will prominently display, in communal areas:

- Emergency evacuation plan
- How to report a fire / sound alarm
- Actions to take during a fire
- Details of High Building Registration and Responsible Person

If the Fire Service attend an incident they will take control of the site and instruct residents, staff and visitors as to what actions they are expected to take.

12 Training and information to staff

All colleagues will receive fire safety information on joining the organisation during their induction. The information will include the following:

- What the fire alarm sounds like (if applicable to their place of work)
- Day and time of weekly tests (if applicable)
- Evacuation procedures
- Assembly point location
- How to report fire safety concerns

The type and level of training for staff will vary depending on the job holders' role and the role undertaken in the event of a fire and evacuation and may include the following;

- Fire awareness
- Fire risk management
- Inspection of fire equipment and fire protection measures e.g. fire doors
- The location and appropriate use of fire extinguishers.

All staff receive Fire Safety training, from a suitably qualified and competent trainer.

13 Commercial Tenants

For commercial tenants, our fire risk assessments will consider them as 'relevant persons' in our fire risk assessments.

Hyelm will ensure that suitable contracts, tenancy agreements and communication arrangements are in place to ensure their safety from the use of our premises, but also to ensure that their policies and procedures do not affect the safety of our buildings, staff and residents etc. This shall include our policies on fire safety including requirements on storage, access, electrical equipment etc.

They are also expected to complete a basic but suitable and sufficient fire risk assessment for their own staff and activities within their permitted demise and Hyelm will ensure that this is completed and reviewed annually.

14 Fire Risk Assessor competency

Under the RRFSSO, we must appoint competent fire risk assessors. We will undertake a full review of the competencies of contractors to identify their training, knowledge and experience both in relation to fire risk assessing within the Housing Sector.

We will utilise the Fire Risk Assessment Competency Councils “A Guide to Choosing a Competent Fire Assessor” document when determining the quality and competency of fire assessors.

Fire risk assessment contractors will be registered under one of the following UKAS accredited schemes:

- BAFE SP205-1 Life Fire Risk Assessor*
- Fire Risk Assessors Certification Scheme (FRACS) – Company or Individual Register*
- *Note an individual operating under either of the schemes must ensure that any associates or sub-contractors employed, operate under and abide by the terms of the relevant scheme. The employing organisation is entirely liable for the quality and delivery of the service.
- If this is not achievable then it is recommended that the appointed contractor is listed on the IFE (The Institution of Fire Engineers) Fire Risk Assessors register or the TFRAR register (The IFSM – Tiered Fire Risk Assessors Register). In addition, the appointed contractor must be able to demonstrate competence of fire risk assessing in the supported housing sector.

15 Fire alarm activation and false alarms

The recording and reporting of fires, false alarms and unwanted activations is important to identify as they could indicate a fault within the fire alarm system, the need for modifications or enhanced management due to malicious activations or fires. If there are multiple false alarms or activations this will be reviewed by the Housing Manager with the contractor responsible for maintaining the fire detection and alarm system.

16 Tests, checks, maintenance and servicing information

There are many tests, checks, maintenance and servicing that may be required dependent on the fire safety equipment in place.

Appendix I sets out the current required schedule. This will be reviewed periodically by the Housing Manager, taking advice from specialists and the findings of FRAs as required.



17 Fire alarm systems

The type of fire alarm systems and detection required for a building are determined during construction or via a fire risk assessment / risk assessment review. Hyelm will ensure the provision, adaptation and maintenance of a suitable fire alarm and detection system on an ongoing basis.

In a property with a communal fire alarm system, there must be a plan in place by the fire alarm control panel showing the zones of the fire alarm system. The plans will be used by colleagues and the fire service to identify the location of alarm activation or guide them around the building.

18 Emergency lighting

The type and amount of emergency lighting required for a building will be determined during construction or via the fire risk assessment / risk assessment review process. Hyelm will ensure the provision and maintenance of a suitable emergency lighting system.

As and when emergency light units fail they will be replaced with LED units. Where we undertake major works to a building all emergency lights will be replaced with LED units if not already installed.

Test switches will be installed to ensure staff and contractors are able to carry out monthly function tests and annual discharge tests.

Emergency lights will be numbered so any failures can be easily reported for repair/replacement. If a light unit is replaced contractors will be expected to reaffix the number to the light.

Coverage will consider external areas as well as internal areas e.g., steps, slopes, ramps and external routes.

19 Fire extinguishers

The exact requirements for fire extinguishers have been determined via a fire risk assessment and the input of the contractor appointed to maintain all fire safety systems. All fire extinguishers shall be properly signed and shall be wall mounted or kept on an approved stand.

They are in communal areas and back-of-house areas only and are for use by Hyelm staff only. Any commercial tenants are required to provide and maintain their own extinguishers.

20 Fire blankets

Fire blankets are provided in kitchens for residents. Appropriate guidance / signage shall be provided within the flat.

21 Fire signage

There are numerous fire signs that may be required although the exact requirements depend on the individual site and is determined by the building use, size and occupant type. The fire risk assessment will identify the required signage.



- Fire action notices. There are many types of fire action notices. The one selected must reflect what actually happens on an individual site. The notices should be placed near to exits and usually on stair landings.
- Lift Signage: All lifts must be signed to indicate whether they can be used during evacuation (note – normal passenger lifts cannot be used).
- Riser Signage: Signage must be in place indicating the type of riser at both the inlet and outlet valves.
- Fire Door Signage: The relevant signage must be placed on fire doors. Where there is a standard fire door e.g. on a corridor the “Fire door keep shut” sign must be in place. Store rooms, cleaners cupboards, plant rooms etc. must be signed “Fire door keep locked”. Where fire doors are either on automatic hold open or automatic openers the “Automatic fire door keep clear” sign must be used. There is usually no requirement to sign flat or room entrance doors.
- For high-rise buildings – appropriate wayfinding signage will be provided for and maintained. Signage will indicate building, floor and apartment numbers. Signage will meet regulation, be visible in normal and low light conditions and maintained to good condition.

22 Lifts

Lifts should not be used in the event of fire or emergency evacuation. This is communicated to residents and staff regularly, the Emergency Evacuation Plan and signage.

Lifts ‘hold’ with doors open when the fire alarm sounds.

Lifts will be programmed to return to the ground floor if the fire alarm sounds.

23 Property information boxes

Property Information Boxes (PIB) will be installed where required under statutory requirements.

Property Information Boxes will contain some or all of the following:

- Lift room and plant room locations
- Location of utility isolation points
- Location of riser inlet and outlets
- Information regarding fire equipment such as sprinklers and AOV's
- Flats locations by number & number of bedrooms in each flat
- Typical floor plan layout
- Up to date Floor plans for each storeyList of residents who may require assistance to evacuate in the form of PEEPs.
- Name and contact details of Responsible Person.

The contents of Property Information Boxes will be kept up to date, inspected regularly and shared with the fire and Rescue service.

24 Control of contractors and hot works

Contractors must be competent to undertake the works for which they are employed in order to prevent a reduction of fire protection.

Any fire safety works e.g. installing fire doors or fire stopping must be undertaken to the correct standards.

All hot works undertaken must have a “Hot Work Permit” in place before work commences. The permit must be agreed by us and be available on request. Hot works are activities that use heat e.g. welding, soldering, use of blow torches.

Where cables are installed across doorways or corridors they must either be held on cable trays, in metal trunking or held in place with fire rated clips. This is to ensure that in the event of fire cabling will not drop across escape routes which may cause entanglement.

We expect all contractors to ensure the safety and welfare of residents, the public, staff and other contractors. In particular we expect contractors to:

- Contractors are required to report any fire risk concerns to us.
- They must carry out works in a way that does not negatively affect the fire protection in place.
- Undertake works in a way that adequately manages the risk of fire
- Not block fire escape routes or exits on either side unless agreed prior to works commencing and a temporary fire evacuation plan is in place and shared with relevant people
- Not to interfere with fire equipment or protection measures e.g. using a fire extinguisher to prop doors open or leaving holes in walls.
- Not to smoke in or near our premises.
- Act in accordance with our other Contractor site rules.

25 External materials

In principle Hyelm support the use of non-combustible cladding materials and will always strive to achieve external systems with an A1 or A2 fire rating.

Where required further investigations will be undertaken and if necessary, specialists will be engaged to inspect and test materials and make recommendations as to the appropriate action to take. Where recommended, such action will be taken as soon as reasonably practicable. Until such action is taken, we will ensure that appropriate measures are taken to mitigate the risk.

HYELM will maintain a formal record of the design and materials of external walls. This record will include a risk assessment and will be shared electronically with the local Fire and Rescue Service. Updates will be made following any significant changes.

26 Fire doors – flat / room entrance and communal

We will only install or modify fire-rated door sets or door assemblies using competent persons.

- A door set is defined as all components including the door leaf, frame and ironmongery coming from a single source.
- A fire door assembly is defined as components coming from different sources e.g. the door leaf comes from one supplier and the door frame from another.

Will ensure that ongoing checks will be conducted on fire doors to ensure that they remain in effective working order. This will include internal housekeeping checks - These checks will be basic in nature to identify obvious defects. In addition, periodic checks will be completed by a competent person to meet regulatory requirements.

Quarterly Communal Fire Door Checks

In accordance with Regulation 10 of the Fire Safety (England) Regulations 2022, all communal fire doors must be checked at least every three months. These checks will ensure doors are self-closing, undamaged, and functioning correctly. Records of these checks will be maintained and reviewed periodically.

Annual Flat Entrance Door Checks and Access Records

Flat entrance fire doors will be checked at least annually. HYELM will use best endeavours to gain access and will maintain a record of all attempts to access flats where entry is denied. These checks will confirm the self-closing mechanism and general condition of the doors.

27 Evacuation plans

There must be a general emergency evacuation plan (GEEP) in place. The purpose of the plan is to ensure all residents, commercial tenants, visitors, staff and contractors are aware of the evacuation strategy and the actions they should take in a fire situation or on activation of the fire alarm system.

Where there are only small numbers of staff or commercial tenants on site during normal working hours, live evacuation drills will not be held. The Housing Manager will review this policy periodically and will ensure that there is adequate communication with staff and commercial tenants on fire evacuation procedures, refreshed from time to time.

Commercial tenants are responsible for the evacuation of their own staff and visitors. However, the general building evacuation plan will consider the impact of the numbers and locations of commercial tenants.

28 Special arrangements / Personal Emergency Evacuation Plans (PEEPs)

HYELM provides affordable accommodation to professionals and keyworkers aged between 18-35 years of age. We do not provide housing to people with care or support needs.

It is not within HYELM Policy due to the purpose and design of our housing, to house people with care and support needs. We will assess all applications on their own merits, and where able to, house people who meet our criteria who have individual needs that may impact their ability evacuate the building as long as they are able to evacuate the building with reasonable adjustments.

The Housing Manager will ensure that prior to any tenancy agreement being signed, that a basic assessment is first completed to establish that this individual can be safely housed (with reasonable adjustments).

Once a tenancy agreement has been signed, the Housing Manager will work with residents who have individual needs and identify those reasonable adjustments which are required, such as adapted fire alarms or wayfinding signage to effect independent evacuation. This will be recorded using a PEEP, a copy of which will be held in the Premises Information Box.

Under the RRFSO we are required to review an individual's needs. This could include:

- Does the individual have an increased fire risk?
- Would the individual be less able to react to an alarm or fire due to illness, mobility restrictions or disability?
- Does the individual have a reduced ability to escape?

Commercial tenants are responsible for the evacuation of their own staff and visitors. This requirement will be clearly stated in commercial tenancy contracts as well as any building limitations that the tenant must consider before assessing whether this site is appropriate for their needs.

29 Emergency planning and business continuity

The CEO shall ensure that there is a suitable Business Continuity Plan in place including an established and maintained procedure for identifying and responding to any unplanned event, potential emergency or disaster.

30 Post Fire action

In the event of a fire the following action must be taken following the event:

- Once those affected by the fire are away from immediate danger alternative accommodation will be arranged if necessary. The first member of staff on the scene will liaise with the Fire Service and other emergency services, if on scene, to co-ordinate



- Residents, commercial tenants and staff must not re-enter a building unless permission is given by the fire service or specialists such as structural engineers if the fire is of significant magnitude.
- Our insurers will be contacted who will arrange for relevant specialists to attend site such as structural engineers and loss adjusters. Insurers will determine when the property can be released back to us.
- Once the building has been reinstated to a habitable condition a full review of fire safety measures must be undertaken before reoccupation.
- If a minor fire occurs which does not result in total exclusion from using the building or individual flat or room, an assessment of risk must still be undertaken as soon as is practical to ensure all safety measures are in place.

31 Fire safety management review

We will review the organisation's fire risk management policy and processes at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews should include assessing opportunities for improvement and the need for changes to the management system, including the policy and objectives.

The management review shall include consideration of:

- the status of actions from previous management reviews;
- changes in external and internal issues that are relevant to the Fire Safety
- information on fire safety performance, including trends in:

nonconformities and corrective actions	monitoring and measurement results
audit results	interested party/stakeholder feedback
evaluation of compliance with legal and other requirements;	opportunities and recommendations for continual improvement.

The outputs of the management review shall include decisions related to:

- continual improvement opportunities;
- improvement related to interested party/stakeholder requirements;
- resource needs to enable improvement to the Fire Risk Management System and its processes; and
- any need for changes to the Fire Safety Management policy.

32 Record keeping

It is essential that all tests, checks, servicing and maintenance work are recorded. Records should be kept for at least 12 months. Records must be kept in the HYELM Compliance Folder on Sharepoint.

Where relevant, certificates will also be uploaded. Records must be readily available for inspection by the Fire Service, contractors or internal staff.



33 Reporting and Monitoring

All incidents related to Fire Safety shall be reported to the Housing Manager. If issues cannot be resolved within a working day, they shall be recorded in the incident log contained in the 'Hyelm Fault and Action Plan' held on Sharepoint for review and tracking.

Incidents of real fire are considered serious incidents and the CEO shall be notified immediately of any occurrences (or another Director if the CEO is not available).

The status of fire safety and significant outstanding or upcoming issues shall be presented to the Board of trustees quarterly. This reporting includes information on incidents of fire and fire alarm activations; progress reports on any current Fire Safety Action Plans and updates on external fire safety policy and work done to comply with new and emergent legislation.

Faults or issues with fire alarm systems or panels are reported immediately to specialist contractors who are contracted to maintain these services. These issues are treated as Urgent works.

Issues with non-compliance found during servicing works are reported to the Housing Manager on the same day. Depending on the priority of the issue and impact on safety a remediation plan is agreed with contractors.

34 Related Documents

- Business Continuity Plan
- Health and safety policy
- Building Safety Case
- Fire Evacuation procedure

35 Standards

- PAS 79 - Fire risk assessment – Guidance and a recommended methodology
- BS9997 – Fire Risk Management Standard
- BS5839-1, Fire Detection & Fire Alarm Systems for Buildings
- BS5839-6, Fire Detection & Fire Alarm Systems for Buildings (Dwellings)
- BS5266, Emergency Escape Lighting
- BS7671, Requirements for Electrical Installations
- BS9991, Fire Precautions in the Design, Management and Use of Residential Buildings
- BS5306, Selection and Installation of Portable Fire Extinguishers
- BS5499, Safety Signs Including Fire Safety Signs
- BS7176 – Non-Domestic Furniture Note: This applies to furniture in communal areas such as resident lounges and communal rooms

36 Guidance Documents

- LGG - Fire Safety in Purpose Built Blocks of Flats
- LACoRs – Housing Fire Safety
- HomeStamp Guide 2012

- NFCC Guidance to support a temporary change to a simultaneous evacuation strategy in purpose-built block of flats

37 Approval

Version Number:	V2
Approval Date:	September 2025
Approved By:	Board
Review Due:	September 2026
Responsibility:	Chief Executive

34. Version Control

Date	Amendment	Version
July 2025	Additional detail: Frequency of Fire Risk Assessments Information to residents Property Information Box contents Fire Door inspections Wayfinding signage External wall construction Floor and building plans	V1

38 Appendix I – Fire Safety Checks for Old Street

Test	Frequency required	Requirement	Who will do this	Specify any client requirements to enable this work to be done other than basic access
Emergency lights	Monthly functional test	Advisory but useful to meet a statutory requirement. All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172 / BS 5266-8.	Contractor	
	Annual	Test in accordance with BS EN 50172 / BS 5266-8. Record results in a log book as notify Hyelm of any failures. A test for the full rated duration of the emergency lights (e.g., 3 hours) must be carried out. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible. Discharge tests need to be undertaken in day light hours as far as practicable. In parts of the site which are permanently occupied (tenanted areas and Hylem offices), the test should be phased so only alternate luminaires are tested. It is common for fire alarm servicing companies to carry out the annual emergency light 'drain' test at the same time as they carry out fire alarm system maintenance, as this fills the waiting time of the 'drain' test with useful activity.	Contractor	
Smoke shafts service	Monthly functional test	Advisory but useful to meet a statutory requirement.	Hyelm	Duty Managers on monthly check.

Test	Frequency required	Requirement	Who will do this	Specify any client requirements to enable this work to be done other than basic access
		BS 9999:2008 - Code of practice for fire safety in the design, management and use of buildings offers more guidance on the servicing and testing procedures of smoke control systems. Automatically opening vents, or those vents which are electrically controlled and manually operated require regular maintenance and servicing. AOVs and electrically operated OV's should be tested once a month using the manual controls to ensure they are working as intended.		
	Annual service	BS 9999:2008 - Code of practice for fire safety in the design, management and use of buildings offers more guidance on the servicing and testing procedures of smoke control systems. Once a year, a full test should be performed which includes checking the functionality of smoke detectors and AOV controls. The manufacturer's instructions will provide further details on what should be tested.	Contractor	
Dry riser test	Twice yearly. It dictates that dry risers should have an operating pressure of 12 bar and be visually inspected every 6 month and tested annually.	BS9990. Dry Riser - Annual Wet Test Dry Risers are checked, and pressure tested to 150 PSL or 10 bar for a minimum duration of 15 minutes. All inlets and outlets are then checked for leaks. If any valves or components have to be replaced a further pressure test will be carried out before certification is issued. Service labels and appropriate paperwork is then completed, along with fitting of anti-tamper devices, then the system is fully certified. A detailed inspection report and certificate will then be provided electronically. Dry Riser - Six Monthly Visual Inspection This test involves a visual inspection and dry valve functional operation test. Any missing or damaged items are replaced, and the system lubricated where necessary. Service labels and appropriate paperwork is	Contractor	

Test	Frequency required	Requirement	Who will do this	Specify any client requirements to enable this work to be done other than basic access
		then completed, along with fitting of anti-tamper devices, then the system is fully certified. A detailed inspection report and certificate will then be provided electronically.		
Fire alarm testing and service	Service: Twice per year	All tests to be completed BS5839, however, suggests that your fire alarm system should be inspected at least every 6 months	Contractor	
	Weekly testing	Advisory but useful to meet a statutory requirement. You should be carrying out weekly testing as a spot check. This is where the alarms are switched on and any problems identified. As a business, you have a legal obligation to ensure that you have a fully working alarm system on site and that also means someone should be designated to carry out the testing. BS 5839 recommends that this is performed on a weekly basis and documented in the fire log book.	Hyelm	Duty Manager's Weekly checklist
	Daily check	Good practice. Check of the alarm panel to confirm no faults visible.	Hyelm	Duty Manager's Daily checklist
Fire extinguisher service	Annual	All extinguishers should be commissioned, inspected, tested and maintained by a competent person in accordance with BS 5306. The contractor to use a competent person to perform the annual inspections to the extinguishers on-site), service and test discharge fire extinguishers as required. The contractor should also agree replacement of extinguishers that are no longer usable with serviceable extinguishers at a rate to be agreed.	Contractor.	
Fire door inspection and servicing	Annual (to include all fire doors in common areas	To inspect and record condition of doors. To adjust closers and conduct general service as required. To report any defects not rectifiable during service.	Contractor.	

Test	Frequency required	Requirement	Who will do this	Specify any client requirements to enable this work to be done other than basic access
	and each entrance door to a residential area)	In summary the contractor will assess: - if there has been any alterations or damage to a door's glazing apertures or air transfer grille - if there are any gaps around the door frame and that seals and hinges are fitted correctly - that the door closer shuts the door - that the door closes correctly around the whole frame - that there is no visible damage (either deliberate or from wear and tear) to the door or door closer. FIRE DOOR INSPECTION CHECKS 1. CERTIFICATION Ensure the fire door is certified by looking for a label, plug or similar marking on the door. All ironmongery such as locks, latches, closers and hinges must be CE marked and compatible with the door leaf's certification. 2. APERTURES Make sure that if the door has apertures in the form of windows or air transfer grilles, these are compatible with the door leaf and have been fire stopped after installation, through the use of intumescent glazing systems or intumescent air transfer grilles. Some doors are only fire tested to be solid doors and not tested with any vision panels or grilles installed and this can cause a breach in the fire rating of the door. 3. GAPS & SEALS Check that the gap around the door frame is consistently 3-4mm and CE marked hinges are firmly fixed with no screws missing. Ensure		

Test	Frequency required	Requirement	Who will do this	Specify any client requirements to enable this work to be done other than basic access
		that intumescent strips are fitted at the top and sides of the door. The gap at the bottom of the door should be no greater than 8mm. 4. CLOSERS The door closer should be fully functioning and should close onto the latch from any position with ease. Sometimes, there is additional force required to fully close the door past the smoke seals but this is imperative to fire safety and the containment of smoke. 5. OPERATION In general, the whole door assembly should close correctly and easily around all 4 sides. To produce report of any major defects and report to client.		
Fire alarm monitoring service	Per year	Monitoring of the alarm system 24/7 and to ensure the fire brigade is called as required.	Contractor.	

HIGHLIGHTED ADDITIONS FOR COMPLIANCE WITH FIRE SAFETY (ENGLAND) REGULATIONS 2022

Monthly Checks of Firefighting Systems

Monthly checks will be conducted on all firefighting systems including lifts, smoke control systems, fire detection and alarm systems, suppression systems, and evacuation alert systems. Any faults not resolved within 24 hours will be reported to the Fire and Rescue Service.

