



Lincolnshire YMCA Ltd

Policy Document

Fire Safety

Policy

Reviewed by: Ethan Miller
Date approved: ~~14.10.24~~
Review date: ~~14.10.25~~





1. What this policy is about and why we need it?

- 1.1 Under The Regulatory Reform (Fire Safety) Order 2005 (FSO) and in conjunction with the Housing Act 2004, Lincolnshire YMCA (LYMCA) is responsible for fire safety across its entire property portfolio, both domestic and commercial.
- 1.2 This policy outlines the statutory and regulatory obligations required and provides Board, the Chief Executive Officer (CEO), and the Senior Leadership Team (SLT) with clarity on the responsibilities of the organisation. By adopting and implementing this policy, it will ensure that appropriate measures are in place, which identify, manage, and/or mitigate the risks associated with fire.
- 1.3 This policy, together with its associated appendices details LYMCA's approach to fire safety whilst safeguarding the organisation, its residents, employees, contractors and the general public.
- 1.4 Through an organisational approach, LYMCA will monitor fire safety actions and compliance on a monthly basis using the Compliance tracker to ensure that all statutory/ regulatory standards are met, and that robust programmes of inspection, testing and maintenance are implemented, monitored and reported against.
- 1.5 LYMCA acknowledges and accepts its obligations and responsibilities in accordance with the regulatory standards, legislation, and codes of practice. Failure to discharge these adequately and responsibly will lead to a range of sanctions including:
 - Serious detriment judgement from the Regulator of Social Housing;
 - Prosecution by the Health & Safety Executive under the Health & Safety at Work Act 1974;
 - Prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007
- 1.6 This policy forms part of LYMCA's approach to Fire Safety and should be read in conjunction with all relevant appendices in order to understand the wider context of the company's approach to managing the risks arising from fire.
- 1.7 Following the introduction of The Fire Safety Act 2021 this policy was reviewed.

2. Who does this policy apply to?

- 2.1 This policy applies to all at LYMCA including, Board Members, CEO, Executive Leadership Team, Senior Leadership Team (SLT), Management Team (MT), employees, residents, contractors and other persons/ stakeholders who may work for, occupy, visit, or use its premises, or who may be affected by its activities or services.
- 2.2 LYMCA takes its responsibility for fire safety extremely seriously and will ensure fire safety is consistently given the highest priority. As such it has been deemed as "an organisational wide responsibility".



- 2.3 This policy, together with its associated appendices should be read, used and implemented by all stakeholders to ensure their understanding of fire safety and the obligations placed upon themselves and LYMCA whilst maintaining a safe environment for all.

3. Our policy

Introduction

- 3.1 LYMCA was established in 1869 and now provides homes and accommodation across Lincoln. Our properties are diverse in nature and range from office and conferencing, hostel type accommodation to dispersed properties for rent alongside a retail unit and nurseries.
- 3.2 LYMCA is regulated by the Regulator of Social Housing (RSH) and as such the Board together with the CEO and SLT set and oversee the organisation's corporate strategy for which compliance is a major part.
- 3.3 LYMCA recognises the potential risks associated with fire safety within its properties and premises and is committed to maintaining the health, safety and wellbeing of its residents, employees, contractors, visitors and members of the public.
- 3.4 Our focus remains on keeping residents" safe and secure in their homes and their environment whilst building inclusive and supported communities.

Scope

- 3.5 This policy covers all LYMCA owned assets and includes;
- Shared supported housing settings and Emergency Accommodation
 - ~~Warehouses~~
 - Nurseries
 - Retail units
 - House of multiple occupation
 - Commercial buildings including office accommodation and shops
 - Conference and Youth Centre
 - ~~The Oasis Community Garden~~
- 3.6 In developing this policy, we have referenced the following legislation, regulatory standards and codes of practice, in association with our other relevant policies;
- The Regulatory Reform (Fire Safety) Order 2005
 - Fire Safety Act 2021

Commented [HW1]: Removing these as by the time it is due for review we wont have the warehouse

- The Home Standard for social housing in England
- LACORS - Housing Fire Safety: guidance on fire safety provision in certain housing types
- HHSRS Operating Guidance – Housing Act 1974: guidance regarding inspections and assessment of hazards in tenanted properties.
- Department for Communities and Local Government (DCLG) – Update on interim mitigation measures requiring pending remediation of cladding (29.09.2017)
- National Fire Chief Council's Guidance (NFCC) – Fire Safety in Specialist Housing 2017: guidance regarding sheltered schemes, supported schemes and extra care schemes
- Building Safety Act 2022
- LYMCA Health and Safety Policy [and Procedure](#)

Statement of Intent

- 3.7 LYMCA acknowledges and accepts its responsibilities under all applicable legislation, and will comply with its legal duty and obligations by allocating appropriate resources and budgets to:

Fire Risk Register

- Implement and maintain an effective Fire Risk Register which holds accurate, current records for every relevant property it manages or has responsibility for.
- Records will include the requirements for servicing, maintenance and repair of fire prevention, detection and fire-fighting equipment as applicable. These include fire alarm systems, emergency lighting, smoke and heat detectors, automatic vents, fire extinguishers, and any other fire safety equipment;

Fire Risk Assessments

- Undertake PAS79 compliant fire risk assessments to all dwellings and premises which fall within the RRO through the appointment of competent fire risk assessors and fire safety engineers.
- Ensure that the FRA for any building; involved in a fire, change of use, change in working practice (that may affect fire safety), subject to refurbishment work or following a regulatory intervention, is reviewed by a competent person and any identified actions added to the FSIP.

Fire Safety Inspection Plan

- Implement and maintain an effective Fire Safety Inspection Plan.

Inspections

- Implement an inspection and monitoring regime to all properties that require an FRA.



Evacuation Plans Incl. Personal Emergency Evacuation Plans

- Have in place a robust evacuation procedure for all relevant sites.
- Produce a Personal Emergency Evacuation Plan (PEEP) for all relevant residents and staff members and regularly review these.

External Support/ Guidance/ Best Practice

- Work with the Fire & Rescue Service (FRS) to develop increased assurance around legal compliance, deliver best practice and promote fire awareness.

Key Roles & Responsibilities

3.8 The Board of Trustees & Chief Executive Officer (CEO):

- Ensuring the organisations fire safety policy is kept up to date and is communicated and understood by all responsible person's and suppliers as appropriate.
- Shall ensure that adequate resources are available for the fire safety requirements within the organisation including the appointment of a senior manager with the responsibility for fire safety.
- Ensure appointed responsible senior manager provides regular updates on the status and effectiveness of fire safety within the organisation.

Appointed Responsible Senior Manager (Director):

- Ensure the organisations fire safety policy is understood by responsible persons.
- Ensure adequate resources are available to responsible person's and suppliers as appropriate to comply with organisational policy and legislative compliance.
- The appointment of one or more competent persons to assist responsible person's and adequate resources to provide such assistance in meeting the organisation's fire safety obligations, including the contracting of specialist support where appropriate.
- Over sight for the implementation and maintenance of fire safety programmes and procedures for the organisation that encompasses all significant fire risks.
- To review and where necessary revise annually, the effectiveness of fire safety procedure organisationally.
- Update the Chief executive officer regularly on the status and effectiveness of fire safety within the organisation.
- Ensure responsible person's provide regular updates on the status and effectiveness of fire safety compliance within the organisation.





Responsible Person (Manager):

- Report regularly to the appointed responsible senior manager on the status and effectiveness of fire safety compliance within their responsibility.
- Ensure adequate and sufficient procedural and physical fire safety measures, recorded are in place and maintained in line with legislative compliance.
- Ensure fire safety systems and plant equipment are adequately maintained in line with manufacture instruction and compliance requirement.
- Ensure all employees understand and are trained adequately to carry out their responsibilities to fire safety in all areas of their responsibility.
- Ensure the reporting of incidents, accidents and near misses relating to fire safety are recorded and reported in line with organisational process.
- Ensure fire risk assessments are understood and reviewed at least annually or after any significant occurrence.

Competent person (Health & Safety):

- Assist all responsible persons and employees with understanding their responsibilities outlined within the fire safety policy.
- Monitor fire safety throughout all organisational responsibilities and provide competent advice to responsible persons.
- Provided timely and sufficient support when incidents, accidents and near misses are reported.
- Investigate on behalf of the organisation where organisational fire safety policy has been breached and report findings to the appointed responsible senior manager.
- Assist statutory/ enforcement authorities and notify appointed senior responsible person of any comments, recommendations and enforcement notices.

Employees

- Understanding their role within the organisation fire safety policy and ensuring operations under their control are carried out in line with organisational fire safety policy and procedure.
- Ensuring they understand the procedure in the event of a fire, their role within it and comply with its requirements.





- To report anything which contravenes fire safety to the responsible person or health & safety where appropriate.
- Ensure an understanding of the fire policy and fire risk assessment and to comply with organisational fire safety practices.
- To report accidents, incidents and near misses to the responsible person in line with organisational procedures.
- Ensure continual vigilance for the reduction of the risk of fire within their workplaces and taking effective action to rectify deficiencies in their area of control and report to their responsible person.
- Take ownership of fire safety for themselves and others under their responsibility.

4. Monitoring this policy

- 4.1. The Board, will receive regular updates on fire safety, our performance and any areas of concern/non-compliance.
- 4.2. The CEO together with ELT will receive a monthly update from the H&S Officer in respect of fire safety performance to ensure compliance is being achieved.
- 4.3. Annual operational reviews of all LYMCA fire safety documentation will be undertaken in partnership with our externally-procured fire consultant, in the event of any legislative changes and the development of Best Practice initiatives internally and externally so that improvements in performance can continue to be made.

5. When this policy will be reviewed

- 5.1. This policy will be reviewed every year or following a change in legislation, or in the event of a relevant incident or near miss.
- 5.2. Reviews will be undertaken in partnership with the CEO and ELT to ensure it is fit for purpose.

