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ORBIT

FIRE MANAGEMENT POLICY

Executive Summary	This document outlines Orbit's Fire Management Policy. It provides a consistent framework within which all fire safety for Orbit is managed.
Approved by	SMT and Customer and Communities board
EA completed	An Equality Analysis was completed on 21.9.17 and deemed as a medium risk. A full EA has not been required based on peer review and risk mitigation
Explain how customers have been involved.	Customers have not been involved in the consultation of this document due to the urgent need to make key changes in Orbit's existing Policy. Full consultation with customers will be completed in October 2017.
Consultation	Orbit Academy, Group Health & Safety, Development, Property Services, Housing, CSC, Policy & Standards..
Applies to	All staff, Property Services, Housing Teams, Development, Group Health & Safety, CSC, Performance & Policy

SCOPE:

This policy outlines Orbit's Fire Management Policy and links to the following Policies and Procedures: *Health & Safety Policy*; *Health & Safety Strategy*; and *Fire Management Plan* including all procedures linked to the *Fire Management Plan*.

It covers the management of fire safety and applies to all communal areas of residential buildings managed by Orbit. It covers the duties to minimise the risk of harm to residents, employees, contractors and 3rd parties under Orbit's duty of care.

This Policy sets out the means by which the Responsible Person shall discharge their duties under: *The Regulatory Reform (Fire Safety) Order 2005*.

This policy also links to delivery of our customer promise.

1. INTRODUCTION

1.1 This Policy outlines Orbit's approach to Fire Safety Management. Orbit recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from Fire in properties that Orbit controls. Detailed responsibilities and how the duties are carried out are held in the *Fire Management Plan (FMP)*.

1.2 Legal Duties

Orbit is responsible for implementing reasonably practicable measures to abide with the requirements of the following legislation in relation to fire safety:

- The Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Regulatory Reform (Fire Safety) Order 2005;
- Fire Safety (Employees Capabilities) (England) Regulations 2010;
- The Housing Act 2004.

1.3 Orbit's approach to complying with the above named legislation will be informed, but not restricted to the following publications:

- PAS 79:2012 - Fire Risk Assessment – Guidance and recommended methodology
- PAS7:2013 – Fire Risk Management System Specification;
- Fire Safety in purpose built blocks of flats – LGA 2012
- Fire safety risk assessment: Sleeping accommodation – Department for Communities and Local Government 2006
- Fire Safety in Specialised Housing: 2017 National Fire Chief Publication

2. DEFINITION

2.1 This Policy defines the purpose, principles and key roles and responsibilities within Orbit for managing Fire Safety.

2.2 Purpose

2.2.1 The purpose of this document is designed to provide the legal framework within which Orbit conducts its fire safety management responsibilities and who will oversee how this is carried out strategically.

2.2.2 The FMP will provide Orbit's operational approach to managing fire safety including the assessment of fire risk, the remedial actions taken to reduce fire risks and the maintenance of the mechanical and electrical fire safety systems within Orbit's stock. The purpose of the FMP is stated in section 2.3 of this Policy.

2.3 Principle

2.3.1 Our principal is to implement fire safety as far as reasonable practicable whilst complying with our legal requirements. The FMP will be made available to all

Orbit staff on myPolicy through the Orb. Managers are responsible for ensuring compliance with this policy, and this will be overseen by the Policy & Standards team, where monitoring will occur to verify that all relevant members of Orbit staff have read this policy and the supporting FMP. Therefore it is the responsibility of all parties to ensure they are aware of their obligations and ensure any information they are required to provide is kept up to date.

2.4 Roles and Responsibilities

2.4.1 Overall accountability for Health and Safety lies with the Chief Executive. The Responsible Person is the Executive Director of Customer Services. Specific duties of the Responsible Person are set out in the FMP. The responsible person shall ensure the requirements of the plan are being met and that a review process is in place to confirm this. Responsibility for implementing this policy lies with the following personnel depending on the property type:

Property Type	Person responsible
Communal areas of housing portfolio	Head of Property Compliance
Commercial premises	Commercial Director
Leasehold Properties	Leasehold Operations Manager
Offices	Head of Facilities

2.4.2 Further detailed responsibilities relating to fire safety, at an operational level, within Orbit are clearly stated in the FMP.

2.5 Fire Management Plan

2.5.1 The legal duties and best practice outlined in section 1.2 are delivered through the implementation of the FMP. The FMP demonstrates how Orbit manages fire risk and provides links to the processes that are in place to support the operational demands of managing the risk. Please access the FMP via MyPolicy.

3. EQUALITY AND DIVERSITY

Orbit policies are developed in line with our **Equality and Diversity policy** approach. An Equality Analysis has been conducted and the details can be accessed via myPolicy. If you do not have access to myPolicy please contact the Policy and Standards team who will be able to provide you with a copy.

4. PRIVACY STATEMENT

4.1 Orbit are collecting information ('personal data') so that we can manage and support our relationship with our customers, comply with legal obligations, improve our services and achieve our legitimate business aims. We are committed to complying with data protection legislation when handling customers' data. Customers have rights around their data, including the right to access their data, and to object to the way it is processed. For more information on how and why we process customers' data, and how customers can exercise their rights, please see our full Privacy Policy on our website at [_](#)

www.orbit.org.uk/privacy-policy/.

5. **COMPLAINTS**

Anyone is able to make a complaint about the service they have received and this is managed under our **Complaints Policy**.

6. **MONITORING AND ACCOUNTABILITY**

6.1 Compliance with this policy will be monitored by the control measures stipulated in the FMP.

7. **REVIEW**

7.1 We will carry out a fundamental review of this policy every three years or sooner, subject to legal, regulatory changes, or if internal changes require