



Building Safety Policy

2024-2027

Version Control

Version	Changes	Approval Stage	Date
1	Original Draft	Internal	30/10/2024
2	-	Tenants/Public Consultation	Completed
3	-	Head of Service sign off	1/11/2024
4	Final	Leadership Team	5/11/2024

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Relevant Legislation	Building Safety Act 2022 Fire Safety Act 2021 Regulatory Reform (Fire Safety) Order 2005 Housing Act 2004 Approved Document B (Building Regulations) Social Housing Act 2023 Regulator of Social Housing - Consumer Standards April 2024 The Gas Industry Unsafe Situations Procedure (GIUSP)
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1.0 Purpose of the Policy

The safety of everyone who live and work in or around buildings, owned or managed by Cannock Chase District Council (the Council) for its housing stock, is the Council's number one priority.

This policy sets out how the Council proposes to meet this priority, the requirements of the Building Safety Act, the Fire Safety Act 2021 and other legislative and regulatory changes introduced and proposed following the Grenfell tragedy.

This policy details how the Council's approach to Building Safety will ensure that we comply with the legislation and how we will ensure that buildings that are in the scope of legislation and identified buildings outside the scope of legislation but are included on grounds of good estate management, are effectively managed to ensure all occupants are kept safe. This policy will be supported by individual policies and procedures as necessary that will provide the detailed approach including Fire Safety and Health & Safety policies that are already implemented which will support this policy.

The objectives of this policy are to:

- Effectively manage all risks identified and to ensure effective action plans are in place to reduce the risks as soon as reasonably practicable for all residents living in buildings that are in scope of the legislation or named as buildings covered by this policy, employees who will work in and around these buildings and members of the public. The Council may add over time additional building to the in scope of the policy.
- Develop and introduce effective policies and procedures to help mitigate identified risks to ensure the Council complies with its legal requirements and the requirements of the Regulator and the Building Safety Regulator for in scope buildings and additional building covered by this policy.
- Ensure we effectively engage with all customers and to build up on existing customer engagement at buildings/properties through an Engagement Strategy to ensure this engagement considers individual needs across all age groups and diversities which will be delivered in a number of ways (for example face to face, letters, website information)
- Provide clear lines of responsibility across the Council for the effective management of Resident and Building Safety, noting that the Council does not have any high-rise blocks in scope of the Building Safety Act requirements.
- Demonstrate that the Council is committed with regards to Resident and Building Safety.

2.0 Scope of Policy

The Council does not have any high-rise blocks as defined in the Building Safety Act (BSA) which currently defines high-rise (also referred to as higher risk) buildings as those of 18m+ in height, or 7 stories and above.

It is anticipated that in future years the buildings that are within the scope of the BSA may change, therefore based on risk we will apply this policy to our four, Low Rise Independent Living Schemes based on potential vulnerability of residents.

Based on the interpretation above the current buildings this policy applies to are:

1. Longford Court, Cannock
2. Caxton Court, Cannock
3. Grace Moore Court, Cannock
4. St Barbara House, Rugeley

This policy only relates to residential properties owned and managed directly by the Council in its Housing Revenue Account portfolio, and the policy is not applicable to property outside the Council residential property ownership.

3.0 Definitions

External Wall Assessment, also referred to as a FRAEW (Fire Risk Assessment External Wall) in PAS9980. This is an assessment that is required on buildings with any attachments to the external wall such as cladding/balconies completed by a Chartered Fire Engineer. The assessment requires an external invasive inspection at various locations to inspect the materials present in the external wall which will require access equipment to safely reach these areas.

Fire Risk Assessment (FRA) - A building assessment that identifies any fire hazards, evaluates the risk of those hazards, and recommends action that should be taken to remove, reduce or manage the risk.

4.0 Consultation

Consultation has taken place with the following. Their feedback has been considered and the policy update:

- Resident Engagement Focus Group
- Compliance, Tenancy Services and Health & Safety Teams in Housing Service and across the Council
- Tenancy Service Manager, Chief Internal Auditor & Risk Manager, Housing Maintenance Manager, Housing Property Services Manager.
- Senior Leadership Team
- External Consultants

The Equality and Diversity Impact Assessment has been undertaken and shared as part of the consultation process.

5.0 Background and Context

The Building Safety Act (BSA) takes forward the Government's commitment to the fundamental reform of the building safety system. The BSA gives effect to policies

set out in the Building a Safer Future consultation response, published in April 2020. This detailed how the Government intended to deliver the principles and recommendations of Dame Judith Hackitt's Independent Review of Building Regulations and Fire Safety, published in May 2018. The BSA contains 143 individual clauses that are spread across six parts:

- i Part 1 – Overview of the act
- ii. Part 2 - The regulator and its functions
- iii. Part 3 - Building Act 1984
- iv. Part 4 - Higher-risk buildings
- v. Part 5 – Other provision about safety, standards etc.
- vi. Part 6 – General

The BSA has established a new building safety regime in England with the introduction of a new Building Safety Regulator and also sets out a new legislative framework for the design and construction of new buildings and those undergoing significant refurbishment.

In addition, the Act introduces new roles, such as the Accountable Person and require that landlords apply for building registration and licensing via the submission of Building Safety Cases for all in-scope buildings. As the Council does not own any residential properties within the definition of 'all in-scope buildings' there is no requirement follow this guidance for its residential stock.

The Act also requires the creation of a Resident Involvement Strategy and will place a legal obligation on the Accountable Person to ensure residents are involved in the decisions that concern the safety of their building. As the Council does not own any residential properties within the definition of 'all in-scope buildings' there is no requirement follow this guidance for its residential stock. However, the Consumer Standards set by the Regulator for Social Housing does require that residents are involved in the decisions that concern the safety of their building and as such the Resident Involvement Strategy meets this requirement.

Facilitating resident involvement is considered as best practice, and a number of the requirements are already undertaken by the Council and through this Policy we will seek to further develop and evidence our resident engagement with this good practice:

The prescribed requirements include:

- Produce and implement the Resident involvement Strategy that promotes residents' engagement and involvement in decision-making about safety issues.
- maintain the complaints procedure that ensures residents' safety concerns are heard and dealt with.
- Residents have the ability to escalate complaints in line with the Council complaints procedure but also to an appointed Building Safety Officer in the Council.

In addition, residents will be under an obligation to:

- Not act in a way that creates a significant risk of fire or structural failure

- Not interfere with a relevant safety item
- Comply with a request by the Accountable Person for information reasonably required to perform their duties to assess and manage building safety risks.

The Building Safety Officer in the Council will work with the Health and Safety regime in the Council and with the Head of Housing & Corporate Assets and appropriate Housing Property Services staff to:

- Oversee the safety and performance of identified buildings
- Promote the competence of tradespeople and building control professionals working on all buildings. This has three elements:
 - 1) Working with the Council to promote competence
 - 2) Improving the competence of building control inspectors to assess, inspect, monitor, and enforce
 - 3) The delivery of the new, more stringent regulatory regime of buildings in scope work with local the Council colleagues and fire and rescue authorities in delivering its role as the Building Safety Officer and Building Control for our identified buildings.

6.0 Policy Detail

This policy details how, even though the Council do not have property which are required to meet the requirements of the Fire Safety Act and BSA, has selected four independent Living Schemes to be managed from a building safety point of view based on the Act.

the Council has already started to deliver on the requirements of the BSA and Fire Safety Act to ensure the Council is adequately prepared to deliver on the requirements of the legislation that is anticipated. At the time of this policy, we have identified the following actions to be undertaken building on our compliance regime for the stock:

- Identify and appoint an **Accountable Person** - Head of Housing & Corporate Assets
- Identify and appoint a **Building Safety Officer** who will be responsible to the implementation of the policy and the development of procedures to support this policy - Housing Property Services Manager
- Develop and implement a **Resident Involvement Strategy for Building Safety**
- Develop and implemented the **Risk Prioritisation Matrix** (RPM) alongside the current Compliance regime - Building Safety team chaired by Housing Property Services Manager
- Developed an **External Wall Assessment Policy** that details how we will inspect our buildings with cladding only where cladding is identified as part of the Fire Risk Assessment/Report regime. - (none present in the Council stock and is constantly under review as part of the Fire Risk Assessment/Report regime)

- Develop a **Building Safety Team** and meeting regime to include key Officers from the Housing Property Services Compliance Team, Tenancy Services Manager, Independent Living Manager and team members, Housing Maintenance Service and Health & Safety Team.

In addition to the work delivered to date, the Council will, as a minimum ensure that we will:

- meet compliance with current legislation ahead of the Building Safety Act anticipated to be extended for the property types not covered by the current BSA. Performance will be monitored by the Building Safety Team and reported through quarterly reports to the Head of Housing & Corporate Assets.
- Ensure our residents safety is enhanced to ensure a whole building approach is undertaken across our Independent Living Schemes.
- Continue to build on and develop resident and building safety focused relationships with the Council's Partners at Staffordshire Fire and Rescue and Building Control.
- Carry out regular reviews of applicable buildings to identify and resolve any hazards by taking corrective action (see section 7c).
 - Ensure general precautions are undertaken, such as the regular inspection of communal areas and all fire doors throughout all buildings in line with proposals in legislation and our FRA requirements
 - Develop and publicise our approach to effective fire door management to include all fire doors in applicable buildings such as flat front doors, cross-corridor doors, riser cupboards doors etc.
 - Introduce appropriate arrangements for the effective planning, control, monitoring, and review of building safety which considers each building and resident needs including those with disabilities
 - Develop and retain specific building information to be "digital by default" and further ensure this meets the "golden thread" of information requirements
 - Understand the future requirements of Building Safety Cases and ensure the applicable, accurate, information is readily available, stored in one central location to ensure these can be effectively produced.
 - Ensure we continue to effectively engage with all customers via a Resident Involvement Strategy and ensure this engagement considers the individual needs across all age groups and diversities which will be delivered in a number of ways (for example face to face, letters, website information)
- Deliver this approach consistently across all tenures in applicable buildings
- Ensure that all staff who work in or around the buildings applicable to this policy are competent to do the work required
- Consider the impact of all projects where there will be a direct impact on individual residents. In all cases we will ensure that each residents individual needs are considered. For example, reasonable adaptations may be required to help people with disabilities (see section on Person Centred Fire Risk Assessments - PCFRAs) stay safe in their home or alternative arrangements may be required to accommodate

specific resident's needs (i.e., those who are pregnant) when works directly affect their home.

Effective resident engagement will be key in identifying these needs and working with residents to ensure their needs are considered.

7.0 Building Safety Projects

As summarised in this policy, there are a number of projects that have been delivered, are currently being delivered and are to be considered for delivery to ensure the Council meets the requirements of the BSA and the Fire Safety Act 2021. These are summarised as follows:

a. Building Safety Team

Set up the Building Safety Team from key Officers from the Housing Property Services Compliance Team, Services Manager of the Independent Living Team, Independent Living Team Leader and team members, Housing Maintenance Service and Health & Safety Team and the first meeting will outline the timetable for commencing the delivery of this Policy.

The meetings to be chaired quarterly by the Building Safety Officer and attended by key officers/stakeholders from across the Council as appropriate such as community safety team. The meetings focus on the projects detailed in this policy and the key risks to ensure suitable progress is made on identifying and managing any risk mitigation across our Independent Living Schemes. The representatives review each of our buildings and review outcomes of the Risk Prioritisation Matrix and other specialist reports, such as Fire Risk surveys. The Group review findings and agrees suitable action plans to ensure any risks are reduced, with progress against these action plans reviewed in future meetings.

The meetings also include standard agenda items to update key stakeholders on fire safety.

b. Resident Engagement

The work of the Resident Engagement and Insight Officer and the involvement of Resident Panels are key areas of the principle of the BSA. The Resident Involvement Strategy details the engagement framework and actions. Through this policy engagement in respect of building safety will include;

- Sharing greater information with customers
- Maintaining the route to enable customers to raise safety concerns formally via the complaints procedure
- Capturing formal and informal feedback to improve service delivery or address safety concerns
- Monitor repairs to identify areas/trends for concern on an ongoing basis
- The Resident Involvement Strategy details the ways in which we will engage with Customers and how we will ensure we consider their individual needs across all age groups and diversities which will be delivered in a number of ways (for example face

to face, letters, website information) to ensure we effectively engage with all customers.

- The **Building Safety Team** will establish a regular meeting with resident representatives from the Independent Living Schemes.
- Acknowledge the role of residents and their responsibilities to support safety in their buildings.

c. Building Reviews

There are a number of different ways that we could review the performance of our buildings relating to resident and building safety and this policy. These are summarised as follows and the Building Safety team will identify the most appropriate method of review as part of their delivery of this policy.

• Risk Prioritisation Matrix (RPM)

Building on the current Compliance regime management, the RPM is to be developed and implemented to deliver a greater understanding of our key buildings to provide us with insight into our properties, their construction and overall building safety. The RPM works by identifying key areas of each building and its use that need further exploration or controls.

• Fire Risk Assessments (FRAs)

FRAs are conducted annually across all buildings including the Independent Living schemes noted in this policy. Future FRAs will see the **Building Safety Officer** and the compliance team support assessors on each FRA to ensure suitable access is available, to share feedback and evidence on completed works and to ensure any urgent issues identified are recorded and raised for mitigation immediately.

- **Building Risk Reviews**

The Secretary of State for Housing issued a directive for all Fire Rescue Services across England to undertake an inspection of all buildings of 18m and above (or six storeys and above) in height, to be completed by 31st December 2021. This required an audit of each building with a series of questions asking for extra information such as the detail of the external wall system and cladding and information on regular inspections and servicing.

The four Independent Living Schemes to be covered by this policy do not require Fire and Rescue Service inspections but will have Independent FRA inspections completed on an annual basis as a minimum.

- **External Wall Assessment Policy**

Guidance issued by MHCLG, superseded by the Fire Safety Act 2021, requires that all RPs complete further detailed reviews to consider the risk of fire spread across the external façade on all buildings irrespective of height.

A review of all property was undertaken which confirmed that no building had any form of AMC cladding. As part of future FRAs 2024/25 onwards this will be reviewed, recorded and held on file for Audit purposes.

The 2024/25 FRA assessment will review the risk of fire spread across the external façade on all buildings and the FRA Consultant will assist in the development of External Wall Assessment Policy as required.

- **Balcony reviews**

Through the 2023/24 and 24/25 100% Stock Condition Survey is being undertaken for the Council Housing Stock. This will encompass a review of all buildings with balconies and walkways across our portfolio.

In addition, a project is underway through an appointed Consultant Structural Engineer to review condition/ and potential upgrade/ replacement solutions for all porch canopies, across the stock.

From these surveys, required remedial and improvement works will be identified and programmed for delivery to be included in 30-year Investment and Business Plan. This will identify requirements for the four Independent Living Schemes as well as the wider stock.

d. Building Management and Information

How we manage our buildings and the information that we need to retain to demonstrate how we keep our residents and building safe is critical to a number of key projects for Building Safety. These are summarised as follows:

- **Fire Door Survey and Management**

Regular Inspections of fire doors are already completed by the Compliance team, and through the regular FRA inspection regime and as part of regular scheme visits to conduct other compliance related activities such as fire alarm tests etc. This ensures that any issues identified can be received quickly. In addition to this, when

conducting type 3 fire risk assessments, fire risk assessors undertake a sample of flats which reviews the flat entrance doors with any actions recorded.

Inspections ensure a working self-closing device is present and that the door is free from damage and fully closes, as an example. To facilitate the required regular inspections for automatic fire door closure devices (where fitted) we are to procure a fire door specialist for servicing and maintenance following on from the existing contract to implement these devices and to coincide with the end of the maintenance period.

- **Information Management System**

We have completed a programme to install a data-based management IT system in properties, which through digital QR codes placed in the buildings can provide stored information on the property attributes including compliance information (i.e. Fire Risk information, Asbestos details...)

The management system is designed to securely hold information regarding a building, its facilities and where applicable where applicable occupants reside, and the latter can be used by the Fire and Rescue Service in the event of a fire to aid evacuation. The provision of this information (held physically in fire safe boxes at entrance locations or in this case a digital facility) was recommended in the Grenfell Inquiry Phase 1 report and also included in the Fire Safety consultation which ended in October 2020. A review the information contained at our Independent Living Schemes will be undertaken at the next FRA to ensure current Fire Risk actions have been completed and signed off and new actions are uploaded to ensure delivery and completion of proposed actions/works can be easily tracked.

- **Wayfinding signage**

Whilst the requirement introduced in the Approved Document B in November 2020 does not apply retrospectively (it only applies to new buildings signage to meet the standards was installed. A full review of all signage will be undertaken at the next FRA to ensure it continues to comply with the Approved Document.

- **Contractor Management**

A review of the specialisms and competencies will be undertaken for consultants and contractors for specified work at our Independent Living Schemes as part of the procurement and selection process to ensure that building safety and compliance requirements are met and maintained.

- **Customer Evacuation Strategies**

All residents who reside in our Independent Living Schemes are made aware of their correct evacuation strategy for their scheme including their own evacuation/ staying put procedure, see appendix 1 - Fire Safety for Independent Living Schemes. As part of the management regime residents will be required to have;

- Been informed and updated on the emergency evacuation plan for their home
- Signed to confirm they have received and understand this, see appendix 2 - Fire Safety Notice and Fire Evacuation Procedure.
- Provision and the opportunity at prestart of the tenancy and during the tenancy, to notify us where they may have difficulty in self-evacuating from their home in the

event of an emergency. Where they have made us aware, we will refer the matter to the Fire and Rescue Service (FARS) to undertake a fire risk assessment and issue a report including recommendation to put in place a Person Reported tag (PR) on the address of the occupants. This will enable the Council to update the **Person Emergency Evacuation Plans (PEEPS)**, and Local Fire Service will be aware of the PR requirements prior to arrival at the property.

- An opportunity to confirm they do understand the emergency plan. Where they advise they do not understand this we will take steps to explain it to them for example by arranging to visit them and to talk through this and answer any queries.

• **Person Emergency Evacuation Plans (PEEPS)**

Where we are informed that a resident may have difficulty in safely evacuating their home, we undertake PEEPS. PEEPS help to identify residents who are at higher risk from fire in their own home, whether this is due to their behaviours or their ability to respond and escape from a fire for example residents with disabilities. The PEEPS focuses on three key areas:

1. An increased fire risk
2. Ability to react to a fire or alarm
3. Ability to respond and escape a fire

PEEPS have been conducted across our Independent Living Schemes as residents make us aware, following receipt of the emergency plan information, of any concerns they have self-evacuating in the event of an emergency in line with our internal procedure and these are reviewed annually or when circumstances change.

e. Building Safety Cases

One of the key requirements in the Building Safety Act is that Housing Providers will have to provide a Building Safety Case for each of their 18m+ blocks every 5 years. The Safety Case will demonstrate how Housing Providers ensure their buildings are safe and will be required before the Regulator issues a licence, this licence is needed for the building to be occupied.

While this legislation is not applicable for the Council existing stock, we currently utilise an IT management system retain some of the information that is appropriate for building management as part of our compliance requirements. As part of the next FRA across our Independent Living Schemes we will look to enhance this information to set out how we ensure buildings are safe which will allow us to complete our own reports ahead of any legislative requirements for these building types.

f. Fire Authority Consultation

the Council has undertaken directly and through our Fire Risk Consultants, consultation with Staffordshire Fire and Rescue and this has proved to be an invaluable service and ensures the Council receives consistent advice. This Partnership will be even more important as we implement new policies and procedures, and as new legislation is released.

8.0 Responsibility under this Policy

The roles and responsibilities for key stakeholders across the Council is detailed below and reflect the roles and responsibilities for ensuring the Council meets with its Statutory Compliance requirements across building safety areas including fire risk, gas, electric, lifting, asbestos, water hygiene and other services managed on behalf of residents.

- **Chief Executive** has overall responsibility for ensuring the Council's Housing Stock is safely managed. They will discharge their responsibilities for the delivery of services and Health and Safety and Building Safety duties to the Deputy Chief Executive, Place and Head of Housing & Corporate Assets however the Chief Executive will retain an oversight on progress/performance.
- **Deputy Chief Executive, Place and Head of Housing & Corporate Assets** will be responsible and accountable for the overall implementation and regular reviews of this policy ensuring its objectives are achieved. They will ensure adherence to the policy and seek assurances from the Housing Property Services Manager that appropriate action is being taken to deliver outcomes that meet with regulatory requirements. They will ensure that any compliance and/or Health & Safety related issues are brought to the attention of the Council's Cabinet and provide regular updates on service delivery against budget to the Housing Board, and the Chief Executive.
- **Housing Board Members** will review reports and performance indicators that provide progress updates to the Council's Cabinet to ensure that the Council is meeting the requirements of the Building Safety Act, Fire Safety Act 2021, and this policy to ensure compliance with regulatory obligations and the policy measures.
- **Housing Property Services Manager** will work closely with the Assistant Manager Compliance to ensure that regulatory obligations and policy measures are being adhered to and services delivered in line with budget. They will carry out quarterly strategic performance reviews of contractors to ensure compliance with their contractual obligations.
- **Housing Property Services Manager** is responsible for the overall implementation of this policy and the development and delivery of the projects detailed within. The Housing Property Services Manager will monitor and track performance to ensure the Council remains compliant with current legislative requirements and that projects are on track to ensure we are ready for the implementation of future legislation and guidance.
- The **Assistant Manager Compliance** will work closely with all departments across the Council to deliver the requirements of this policy and to ensure buildings within the scope of the BSA remain safe. The Assistant Manager Compliance will work directly with the Housing Property Services Manager and Housing Maintenance Manager to ensure the Council meets compliance legislative requirements. The Assistant Manager Compliance will provide regular progress updates to the Building Safety Team and regular reports on progress in line with governance requirements.

- **The Service Manager** responsible for working with the Independent Living Officers, to deliver the person centred services, will ensure staff involved with the delivery of the building repair, maintenance and services adhere to their responsibility under this and compliance policies and will work closely with the Assistant Manager Compliance to design and implement suitable projects to ensure the Council is compliant with legislation while managing service areas. The Service Manager will provide regular progress updates as appropriate to the Building Safety Team and any regular reports on progress in line with governance requirements.
- **Compliance Officers as appropriately** will be responsible for the day-to-day operational delivery of all fire risk, gas, electric, lifting, asbestos, water hygiene. They will effectively manage the performance of the service delivery contractors, including their ongoing competence, and proactively monitor service delivery against targets. They will be responsible for monitoring the quality of work undertaken by the contractor and ensuring all servicing certification is received and verified. They will act as the organisations technical lead for building safety, ensuring that the Council continue to work in line with the most up to date regulations and industry guidance.

9.0 Risk Management

Delivering the framework and actions set out in this policy, the Council will comply with the requirements legislation such as the Regulatory Reform (fire Safety) Order 2005 (RRFSO), relevant codes of practice and good practice guidance. The delivery of the framework and actions will assist in managing risks and impacts associated with;

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974
- Prosecution by the Fire and Rescue Service under the Building Safety Act 2022, RRFSO and/or Fire Safety Act 2021
- Prosecution by the Local Authority under the Housing Act 2004
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- A judgement of serious detriment by the Regulator of Social Housing
- Reputational damage
- Loss of confidence by stakeholders in the organisation

10.0 Data Protection, Record Storage and Retention

The information retained as part of current projects does not refer to individual properties. However, as the golden thread of information is developed this information may refer to individual flats but will not record any personal information on the residents.

Details will be retained of engagement and communication with residents regarding Building Safety and specific information that applies to their building. Individual responses to these communications will be retained.

11.0 Performance and Management of this Policy

Performance will be reported in line with Governance Procedures to demonstrate the progress against the various projects that are currently being delivered.

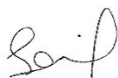
Regular performance reviews will be undertaken at Building Safety Team meetings through regular reports and any compliance and/or Health & Safety related issues will be brought to the attention of the Deputy Chief Executive, Place and Head of Housing & Corporate Assets.

The Council's Cabinet will receive regular updates on service delivery against budget from Deputy Chief Executive, Place and Head of Housing & Corporate Assets, the Housing Board, and the Chief Executive as appropriate.

12.0 Approval

Strategic Lead: Nirmal Samrai, Head of Housing and Corporate Assets

Sign/Date



01/11/2024 (Prior to Leadership Team approval on 05/11/2024)

13.0 Contact

To find out more about this policy please contact:

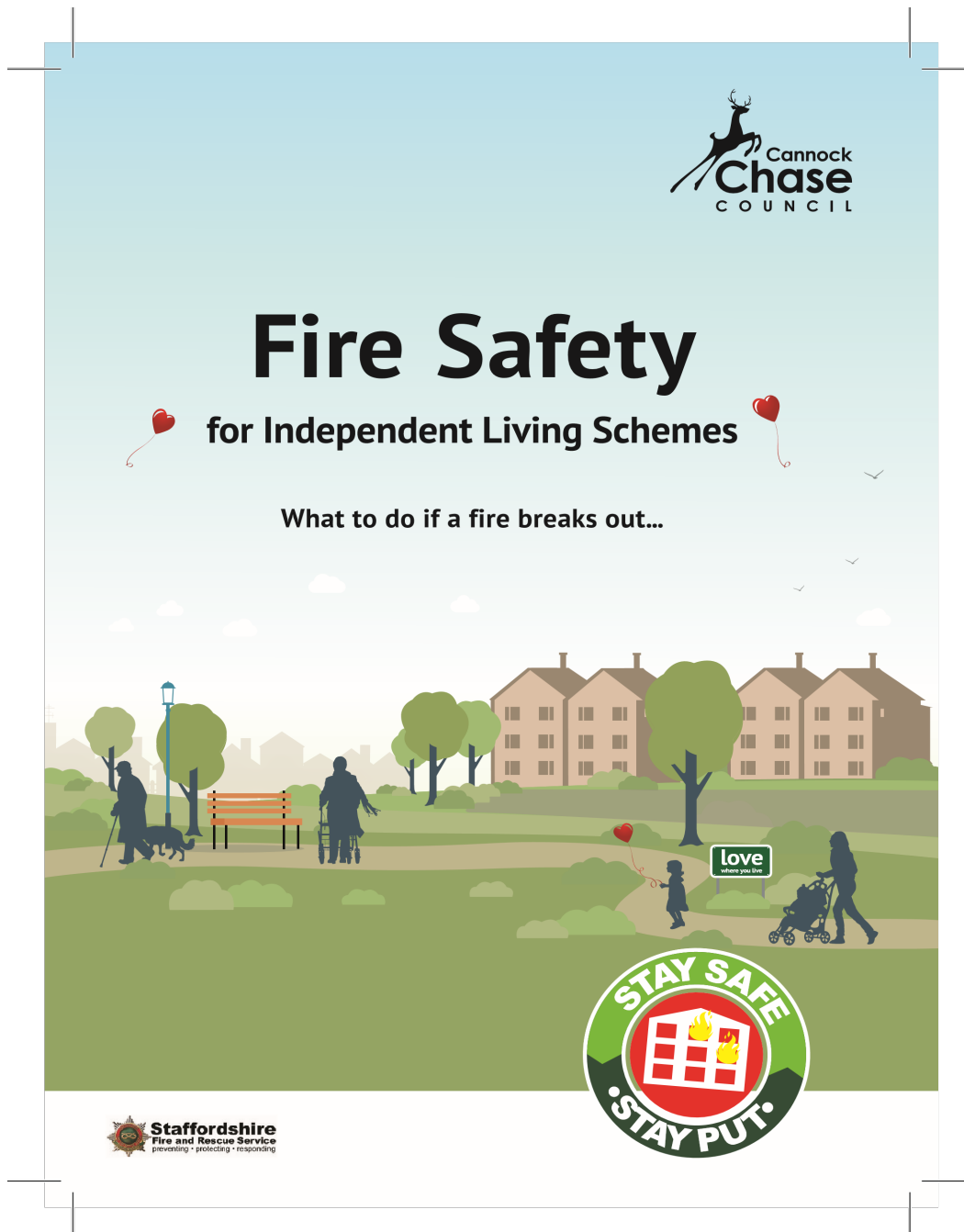
Housing Property Services Team
Housing Services,
Cannock Chase Council
Civic Centre,
Beecroft Road,
Cannock,
Staffs,
WS11 1BG

Telephone: 01543 462621

E-Mail: hps@cannockchasedc.gov.uk

Appendices

Appendix 1- Fire Safety for Independent Living Schemes



If there's a fire, what to do

Make sure you know

Cannock Chase Council is required by law to comply with the Fire Safety Order by ensuring that all communal fire escape routes i.e. communal stairwells, corridors and landings within your scheme are kept clear and easily accessible at all times, to assist with easy evacuation from the building in the event of an emergency.

The Council's Housing Department therefore request full co-operation from all residents by asking them to follow some simple safety procedures:

YOU SHOULD

- **PLAN**

Escape routes before a fire happens.

- **KNOW**

What safety actions to take during a fire.

- **REPORT**

Any fire hazards immediately.

- **DO YOUR PART**

To prevent fires.

BE PREPARED

Don't panic. It can make you act irrationally and lead you into danger. If you know what to do ahead of time, it could save your life.

Use your pendent to notify Independent Living Officers and the Contact Centre. If your escape could be impaired because of your health or mobility you will have a Personal Emergency Evacuation Plan (PEEP).

If your flat is on fire

ACT FAST

Don't ignore your smoke alarm. If a door feels hot, there's probably a fire on the other side.

YOU SHOULD:

- Close the door of the room where the fire is and other doors to prevent the spread of fire and smoke.
- Get out, closing the front door behind you, and stay out.
- Alert others in your flat.
- Press your pendent.
- Call **999**

Make sure you know:

WHAT YOUR
SMOKE ALARM
SOUNDS LIKE

WHAT TO DO

HOW TO CALL THE
FIRE SERVICE

YOUR ESCAPE
ROUTE

If another flat or communal area is on fire

‘STAY SAFE, STAY PUT’

During a fire do not use the stairs or lift - it could be dangerous.

Rather than try to escape, “stay put” it is safer to stay in your flat and it’s designed to resist fire getting in.

If the fire is in another flat:

- Call **999** to report the fire.
- Close all doors and go to the living room. It’s usually the safest place to be.
- If the fire is in another flat – press your pendent.
- If you are trapped - press your pendent.

If you are trapped and can’t call 999:

- Close all doors and go to the balcony or a window. Attract attention by shouting, waving a cloth or in any way you can.

Don’t jump – wait to be rescued.

If you must leave your flat

Go calmly using the stairs and hold on to the rail.

If you’re stopped by heavy smoke go to a smoke-free area and wait for the fire service.

You should only leave your flat if:

- The fire is in your flat.
- Your flat is full of smoke.
- The fire service tells you to go.

If you do leave:

- Take your key if you can get it safely.
- Close the door behind you.
- Take a torch, if handy.

Smoke

Smoke is the main danger from fire, and you should avoid breathing it in if possible.

To help avoid breathing in smoke:

- **SEAL THE ROOM**

Stuff wet towels and sheets in gaps around doors to seal out smoke.

- **STAY LOW – SMOKE RISES**

It may help to tie a wet cloth over your nose and mouth for easier breathing, although this won't filter out deadly gases.

- **VENT ANY SMOKE**

If your flat entrance door is closed and the door to the room you are in is closed and there's no smoke outside, open a window slightly.

You might need to close it later, so only break it if necessary.

Stop fires before they start

You can prevent fires in low rise communal schemes.

You should take care with:

- Smoking and cooking (the main causes of fire).
- Electrical appliances, including Electric Scooters & E Bikes
- Flammable liquids – check the label.
- Dispose of rubbish correctly.

Report fire hazards, such as:

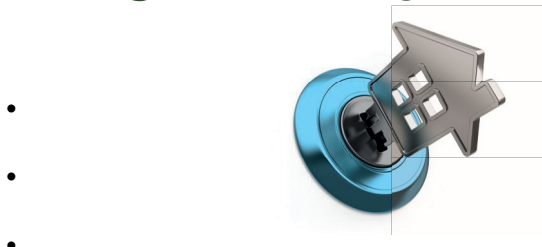
- Missing or broken fire equipment and fire doors.
- Blocked stairs.
- Electrical problems.
- Rubbish.
- Faulty exit lights.

- Nearby flats which are empty but not secure.

You should also:

- Test your pendent monthly by pushing the test button.
- Keep fire doors closed to slow the spread of fire and smoke.
- Keep all communal areas clear – do not leave objects on landings.
- Do not prop or leave security or fire doors open.

Staffordshire Fire and Rescue Service are able to provide a Safe and Well visit to residents. This offers advice about safety in the home to help reduce the risk of fire. Call **0800 0241 999** or email **communityadviceteam@staffordshirefire.gov.uk** to book an appointment



Cannock Chase Council

Housing Department, Civic Centre, PO Box 28, Beecroft Road
Cannock, WS11 1BG

Tel: 01543 462621

This document can be provided in braille, on audio cassette tape/disk, large print and in other languages on request to Cannock Chase Council on 01543 462621.

? =  01543 462621

How we use your personal information

The information provided will be used by Cannock Chase Council, who are the data controller. We will only share your information, when necessary, with other departments such as Housing benefits, Council Tax, Environmental Health and external agencies such as Social Services, Staffordshire Police, NHS Choices, or where the law requires or allows us to. For further information please see:

www.cannockchasedc.gov.uk/PrivacyNotice Updated: January 2023

www.cannockchasedc.gov.uk Search for 'Cannock Chase Life' @CannockChaseDC @CannockChaseDC



Appendix 2- Fire Safety Notice and Fire Evacuation Procedure

FIRE SAFETY NOTICE AND FIRE EVACUATION PROCEDURE & RESIDENTS STAY PUT POLICY FOR INDEPENDENT LIVING SCHEMES

If you discover a fire in your flat

- You and all other occupants of the flat should leave the flat, closing all doors behind you. DO NOT stay and gather any belongings.
- DO NOT use any lifts.
- Contact the Fire Brigade by dialling 999, notify them of any fire and any assistance evacuating you may need.
- Once outside, move to a safe distance to the assembly point or at least 30 meters away from the roads and entrances and wait for further instructions from the fire and rescue service.
- Brief the Fire Brigade information you have i.e. location of fire, if any persons in your flat are unaccounted for, gas bottles, disabled neighbours etc.
- If it is not safe to leave your flat or pass it, go the furthest point away from the fire. Close all available doors behind you and use damp towels etc to close gaps around doorframes.
- Raise help and go to an outside window and await rescue.

If you hear the fire alarm and the fire is not in your flat

- You and all other occupants of the flat should stay in your flat as it is the safest place.
- The Independent Living Officer will, if in the building, investigate the alarm the alarm activation and summon the Fire Brigade if required. If the ILO is not in the building an automatic call will be made to the Fire Brigade.
- Await instructions from the ILO or Fire Brigade.
- If you feel unsafe or smoke is entering your flat and it is safe to do so leave your flat taking all occupants with you and follow the instructions given above as if the fire is in your flat.

FIRE SAFETY GUIDANCE

- Never store combustible/flammable materials within common areas of Independent Living Schemes
- Be careful when extinguishing cigarettes, never leave cooking unattended and switch off electrical appliances overnight (except for those such as fridges/freezers that are designed to be left running).
- You are not allowed to smoke in the common areas of the Independent Living Schemes

**FIRE SAFETY NOTICE AND FIRE EVACUATION PROCEDURE &
RESIDENTS STAY PUT POLICY FOR INDEPENDENT LIVING SCHEMES
ACKNOWLEDGMENT FORM**

I _____
Of _____

Have read and understood the Fire Safety Notice and Fire Evacuation procedure handed to me within my sign-up pack.

Signed (Tenant/s): _____ Date: _____

Signed (ILO): _____ Date: _____