

Building and Fire Safety Policy

Responsible Officer

Director of Property and New Business with the lead officer being the Building Safety Manager.

Principle Accountable Person under the Building Safety Act 2022

Phoenix Community Housing

Statement of Intent

This strategy details how Phoenix Community Housing will meet the requirements and obligations set out in the Building Safety Act 2022, Fire Safety (England) Regulations 2022, Fire Safety Act 2021 and the Regulatory Reform (Fire Safety) Order 2005. It describes how we plan to keep our residents safe in buildings which are in scope of the Act and how we will engage with residents to ensure that they are involved in the management of safety within their building.

The Building Safety Act 2022 focuses on the spread of fire and structural stability of a high-rise building. It amends existing legislation including the Regulatory Reform (Fire Safety) Order 2005, the Building Act 1984, the Defective Premises Act 1972 and the Limitation Act 1980. It also ensures that building developers and owners meet the legal requirements set out in the Building Regulations 2010 using the Approved Documents A-S and Approved Document 7, the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022.

Part 4, section 62 of the Act describes 'building safety risk' as the spread of fire and structural failure. This section also gives the Building Safety Regulator the power to recommend to the Secretary of State any new building safety risks under provision '(c) any other prescribed matter'. Currently, no new building safety risks have been prescribed.

Other health and safety requirements currently do not form part of the Building Safety Act 2022, such as legionella, asbestos and carbon monoxide. Health and safety risks covered by other legislation is monitored by our Health, Safety and Compliance Team under policies outlined later in this document.

This policy outlines the actions that Phoenix will take to ensure all of its blocks are safe from fire spread and structural failure, not just those prescribed in the Act. It will detail the resources required to enable Phoenix to meet its obligations and will provide a detailed plan for delivery.

In-scope buildings are taller than 18 metres or have seven storeys or more, with at least two residential units. They are defined within the Act as being 'Higher-Risk Buildings'. Phoenix has five buildings in-scope of the Building Safety Act 2022:

Building	Postcode	Height (storeys/ approx. metres)
1-42 Kingsfield House	SE9 4PG	11 storeys / 27m
1-42 Merryfield House	SE9 4PR	11 storeys / 27m
1-24 Nayland House	SE6 2TQ	8 storeys / 19.24m
1-25 Millcroft House	SE6 3AJ	7 storeys / 16.05m
1-22 Nuthatch House	BR1 5FD	7 storeys / 18.1m

Legislative requirements

Phoenix has a legal duty to ensure the safety of residents under legislation. Below outlines the requirements.

<p>Building Safety Act 2022</p>	<p>Accountable persons will need to demonstrate that they have effective, proportionate measures in place to manage building safety risks in the higher-risk buildings for which they are responsible.</p> <p>Those who do not meet their obligations may face criminal charges including up to two years in prison and an undetermined fine.</p> <p>The Act covers fire spread and structural safety for high rise buildings.</p>
<p>Fire Safety England Regulations 2022</p>	<p>In high-rise residential buildings, responsible persons are required to:</p> <ul style="list-style-type: none"> • Building plans: provide their local Fire and Rescue Service with up-to-date electronic building floor plans and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a secure information box on site. • External wall systems: provide to their local Fire and Rescue Service information about the design and materials of a high-rise building's external wall system and to inform the Fire and Rescue Service of any material changes to these walls. Also, they will be required to provide information in relation to the level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken. • Lifts and other key firefighting equipment: undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in their building and check the functionality of other key pieces of firefighting equipment. They will also be required to report any defective lifts or equipment to their local Fire and Rescue Service as soon as possible after detection if the fault cannot be fixed within 24 hours,

	<p>and to record the outcome of checks and make them available to residents.</p> <ul style="list-style-type: none"> • Information boxes: install and maintain a secure information box in their building. This box must contain the name and contact details of the Responsible Person and hard copies of the building floor plans. • Wayfinding signage: to install signage visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings. <p>In residential buildings with storeys over 11 metres in height, responsible persons are required to:</p> <ul style="list-style-type: none"> • Fire doors: undertake annual checks of flat entrance doors and quarterly checks of all fire doors in the common parts. <p>In all multi-occupied residential buildings with 2 or more sets of domestic premises, responsible persons are required to:</p> <ul style="list-style-type: none"> • Fire safety instructions: provide relevant fire safety instructions to their residents, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building. • Fire door information: provide residents with information relating to the importance of fire doors in fire safety.
<p>Fire Safety Act 2021</p>	<p>Section 1 of the Fire Safety Act clarifies that where a building contains 2 or more sets of domestic premises the responsible person must take account of structure, external walls and flat entrance doors in a fire risk assessment. The Fire Safety Act amends article 6 of the Regulatory Reform (Fire Safety) Order Act 2005 in this regard.</p> <p>Section 3 of the Fire Safety Act makes clear that if a responsible person has followed the article 50 commencement guidance, which can also include use of the Fire Risk Assessment Prioritisation Tool, then they may then be able to use evidence of this compliance to</p>

	demonstrate that they have met with their obligations under the Fire Safety Order (specifically the elements clarified by the Fire Safety Act). If a responsible person has not complied with the guidance or the prioritisation tool they may need to provide alternative evidence of how they have complied with this aspect of their Fire Safety Order obligations.
Regulatory Reform (Fire Safety) Order 2005	Covers communal areas in blocks of flats such as communal balconies, stairwells and landings. The Order requires that communal areas of buildings reach required standards such as checking fire doors are not compromised and conducting fire risk assessments. There is also a requirement to maintain fire safety equipment such as fire alarms, sprinklers and ventilation systems in good order.

What do we want to achieve?

We want all Phoenix blocks of flats to be safe for our residents to live in. We want to achieve this in line with our corporate objectives, in particular 'Homes and services to meet our residents' needs now and in the future' and 'Resident leadership and effective governance'. The below information outlines what we are doing to blocks of flats to make them safe for occupancy.

2-4 story blocks (Low Rise)

To ensure the safety of our low rise buildings we are:

- Completing type 1 fire risk assessments every 3 years
- Developing a programme of works based on the recommendations of the fire risk assessment
- Ensuring any fire safety equipment in the communal area is serviced by competent contractor
- Providing fire safety advice and fire door information to residents.

Buildings 5-6 storeys (medium rise)

- Completing type 1 fire risk assessments every 3 years
- Developing a programme of works based on the recommendations of the fire risk assessments, structural surveys and external wall surveys
- Ensuring any fire safety equipment in the communal area is serviced by competent contractor
- Providing fire safety advice and fire door information to residents.
- Conduct annual front entrance fire door checks and quarterly communal fire door checks
- Produce floor plans detailing locations of fire fighting equipment
- Conduct flat entrance door surveys
- External wall surveys completed

- Structural surveys completed
- Fire strategies completed
- Completed an additional type 4 fire risk assessment

Buildings 7 storeys or 18 metres or more (high rise)

- Complete annual type 1 fire risk assessments
- External wall surveys completed
- Structural surveys completed
- Develop a programme of works based on the recommendations of the fire risk assessments, external wall surveys and structural surveys
- Ensure any fire safety equipment in the communal area is serviced by competent contractor
- Provide fire safety advice and fire door information to residents
- Conduct annual front entrance fire door checks and quarterly communal fire door checks
- Produce floor plans detailing locations of fire fighting equipment
- Conduct flat entrance door surveys
- Completed an additional type 4 fire risk assessment
- Installed secure information boxes
- Shared building information with the London Fire Brigade
- Had a fire strategy developed
- Vulnerable person information supplied in the secure information box
- Developing building safety cases and building safety case reports
- Registered the buildings with the Building Safety Regulator

Phoenix also have two extra care buildings in this strategy. This is because the residents may require additional help in the event of an emergency:

Building	Postcode	Height (storeys/ approx. metres)
106-124 Hazelhurst Court	SE6 3DT	5 storeys / 12.4m
65-105 Hazelhurst Court	SE6 3DT	4 storeys / 10.5m

Whilst the Building Safety Regulator does not accept the registration of buildings under 7 storeys of 18 metres, Phoenix have collected the same information for these buildings as if they were in-scope of the Building Safety Act, for the following reasons:

- They are 'extra care' premises. This means that these buildings provide additional care provisions for older residents who want to live independently but require help to do so. This could include disabilities or personal care.
- The high number of vulnerabilities of some of these residents could mean that there are many residents requiring additional assistance from the London Fire Brigade during an evacuation.
- Mitigating the fire and structural risks of these buildings provides reassurance to vulnerable residents that they are safe, therefore reducing stress regarding safety and improving their experience living in the extra care buildings.

Mitigating the fire risk of these buildings provides reassurance to vulnerable residents that they are safe, therefore reducing stress regarding safety and improving their experience living in the extra care buildings. Mitigations include:

- Evacuation lifts
- Dry risers installed
- Fire shutters on the communal kitchen area
- Communal fire alarm in the community spaces (simultaneous evacuation in community spaces and stay put in residential dwellings)
- Emergency lighting
- Staffed office in the main entrance 24/7
- List of people requiring assistance in the event of an evacuation
- Signage to aid the fire and rescue service

New development/refurbishment programmes

The Building Safety Regulator is implementing three 'gateways' for development of residential buildings that are above 18 metres in height.

Gateway 1 - ensures the consideration of fire safety matters as they relate to land use planning are incorporated at the planning stage for schemes involving a relevant high-rise residential building.

Gateway 2 - applications must demonstrate how the proposals comply with building regulations requirements. Building regulations should be considered holistically with an outcome focused approach which includes appropriate consideration of building safety. All plans and documents must be realistic for the building and not rely on unreasonable assumptions about the occupied building once built. This includes management, maintenance and behaviours and characteristics of residents or other users.

Gateway 3 - applications must demonstrate how the building work complies with building regulations requirements to provide assurance that buildings are safe to occupy. An application will be required including plans and documents that reflect the 'as-built' building (this will form part of the 'golden thread' of information). The information must also be handed over to the building owner to help them manage building safety risks when the building is in use by ensuring they have accurate, good quality, up to date information on the building.

More information on the 'gateways' can be found on the HSE website.

For all new builds we will:

- Include fire safety requirements in our new build, refurbishment, planned maintenance and repairs works specifications and appointment of consultants, to be reviewed periodically and in response to regulatory change.
- Outline gateway points to engage with the regulators when required.
- Have a transparent recording, adequate sign off and handover of all safety information.
- Obtain independent expert advice on fire safety arrangements for all new or refurbished buildings and repairs.
- Ensure suitable and sufficient quality checks and reassurance is provided, recorded and acted upon as appropriate through the Employers Agents, Clerk of Works or other technical and quality monitoring.
- Establish a formal system for the digital recording of all building information, in line with the 'Building a Safer Future' Implementation Plan and the Building Safety Act 2022.
- Review its materials specifications to ensure compliance with statutory requirements, and best practice.

- Install and maintain sprinkler systems where required by legislation (new residential buildings over 11m in height) or considered of significant benefit.

Reporting of structural or fire safety concerns

Phoenix have a dedicated email address where fire safety concerns can be reported, buildingsafety@phoenixch.org.uk.

Residents can use the above email address to report concerns, or they can contact via the normal routes of info@phoenixch.org.uk or 08000285700.

Details on how to contact the Building Safety Team will also be included in fire safety information that is circulated to residents.

The website will be kept up-to-date to include details on how to report a fire safety concern.

Mandatory and Voluntary Occurrence Reporting

Under the Building Safety Act 2022 and The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023, Phoenix have a legal duty to report a mandatory building safety occurrence. When a building is in construction or undergoing major works, the Principle Designer and Principle Contractor should submit mandatory occurrences. At all other times, it is the Principle Accountable Person's duty.

Failure to report a mandatory building safety occurrence can lead to enforcement action by the Building Safety Regulator, which can lead to the Principle Accountable Person (Phoenix Community Housing) receiving an unlimited fine and/or up to two years in prison.

A mandatory occurrence report should be submitted for all building safety occurrences that resulted in, or are likely to result in:

- the death of a significant number of people
- serious injury that needs immediate treatment in hospital for a significant number of people
- a permanent or irreversible disabling condition to a significant number of people

Examples include:

- defective building work, including defective competent person scheme work that has been done as part of the wider building work
- fire safety issues likely to result in the spread of fire
- the use of non-compliant products or incompatible compliant products in the construction of the building
- inappropriate or incorrect installation of construction products
- product failure against specification and claimed performance
- faults discovered in design plans and whether the fault was due to design software or human error

Procedures on how to complete a Mandatory Occurrence Report can be found in the Mandatory Occurrence Reporting Procedures.

Under section 8 of the Building Safety Act 2022, a voluntary occurrence reporting system should be set up to facilitate the voluntary reporting of building safety issues. Anyone can report a voluntary occurrence, including residents, building visitors and contractors.

Voluntary occurrence reports relate to the building in construction or to the building undergoing building work. It could be classed as:

- Occurrences not captured by the mandatory occurrence reporting procedure
- Other fire or structural safety related information that is perceived to be or become a potential hazard to building users

A voluntary occurrence report should be submitted for any building safety occurrences that resulted in, or are likely to result in:

- serious injury that needs immediate treatment in hospital
- a permanent or irreversible disabling condition
- death

examples include:

- Fire safety equipment malfunctions, such as fire alarm panels showing a failure
- Accumulation of items in communal areas
- Damage to the structure of the building
- Broken, damaged or missing fire doors in communal areas
- Dangerous behaviours from other building users that could result in fire, such as smoking in communal areas
- Blocked fire exits

Procedures on how to complete a Voluntary Occurrence Report can be found in the Voluntary Occurrence Reporting Procedures.

Vulnerable residents

There is currently no legal requirement to introduce PEEPs to our buildings, however we appreciate that there is a need to help vulnerable residents in the event of an evacuation. To do this we will:

- Continue to identify and work with known hoarding properties, whilst liaising with the London Fire Brigade to reduce the fire loading within our buildings.
- Support the London Fire Brigade and vulnerable residents to arrange home safety visits.
- Develop a 'Vulnerable Persons' list to keep in the secure information boxes of our high-rise buildings. This will be accessible to the London Fire Brigade in an emergency.
- 'Vulnerable Persons' are residents who may require help evacuating in an emergency.
- Information on vulnerable residents will be maintained in line with the General Data Protection Regulation (GDPR) and in conjunction with the Programmes, Regulation and Insight Team.
- 'Vulnerable Persons' lists will be updated every 6 months to ensure data remains accurate for the fire and rescue service. Hard copies will be kept in the secure information boxes and electronic copies will be held in our SharePoint system as agreed with the current data officers.
- Residents will be contacted via telephone by the Housing Management Team, and reminded via letter, email, fire safety booklet, social media and newsletters to identify themselves as vulnerable to us if they have not already done so.

Levels of accountability

The Board has a role in providing safety leadership and ensuring all Board decisions reflect the intentions outlined in the Fire Safety Policy. The Board is ultimately accountable for ensuring that Phoenix fulfils its legal obligations regarding the implementation of the Building and Fire Safety Policy and ensuring that adequate resources and support are made available to deliver against the arrangements for the management of Fire Safety. Responsibility for fulfilling the policy in line with agreed budgets is delegated to the Chief Executive.

The Executive Team assist the Board and Chief Executive in fulfilling their responsibilities and have extensive safety responsibilities of their own within their directorates. Heads of Service and Senior Managers have the responsibility for driving and delivering compliance with the Building and Fire Safety Policy and supporting procedures within their service area.

Every employee must ensure they are aware of and follow the Building and Fire Safety Policy and supporting procedures. They will inform their managers of any concerns and contribute to the development of a positive fire safety culture throughout Phoenix.

Residents and stakeholders also have a vital role to play in making sure the buildings they live in or use are safe. Through positive engagement residents and stakeholders will be encouraged to take an active interest in building and fire safety at Phoenix.

Frequency of structural surveys

Industry recommendations advise that structural surveys are carried out every 5 years, unless there has been an incident that may affect the structural integrity of the building such as a vehicle collision or a gas explosion.

Phoenix will conduct structural surveys every 5 years on a programme basis. High Rise buildings will be prioritised first, then moving down in height through the blocks of flats. Surveys will be undertaken by suitably competent persons.

Structural Defects

As structural defects are identified in buildings, a programme of remediation works will be developed in conjunction with the Asset Management and Planned Maintenance Teams. Works will be prioritised based on their risk to the structural integrity of the building.

Frequency of Fire Risk Assessments

We will ensure Fire Risk Assessments are regularly undertaken and reviewed as follows:

- **Prior to Occupation**– New buildings, refurbishments and newly acquired buildings.
- **Pre and Post Major Works Programmes** – In harmony with the planned projects of works as deemed applicable.
- **Annually** – Extra Care and Supported Housing Schemes, Substantial Risk Buildings, Buildings over 18m/over 7 storeys or, where applicable, Homes of Multiple Occupation.
- **Every three years** - Moderate Risk Buildings; Tolerable Risk Buildings; Buildings up to 6 storeys, Caretaker Facilities; Community Centres, The Green Man and Barn and Commercial Buildings.

Fire risk assessments methodology

We will ensure our Fire Risk Assessments are suitable and sufficient, fit for purpose and relevant to the use of the building. The assessors will adopt the British Standard PAS 79:2020, PAS 9980:2022

and, when published, BS9792 methodology to risk assessing, which will allow us to prioritise and formulate an action plan from the significant findings identified. We will ensure that any fire risk assessors that we contract are competent to carry out the required works, and that they are registered with a nationally recognised fire risk assessment registers, such as the Institute of Fire Engineers.

FRA's will be available to staff, residents, contractors and stakeholders.

Action plan – fire rectification works

We will develop an action plan for fire rectification works, within the timescales set out in the table below. The overall building ratings are determined according to PAS79-2 and the draft BS 9792.

	FRA Action risk timescale			
	Immediate	Short Term	Medium Term	Long Term
Intolerable	1 month	3 months	6 months	Planned programme
Substantial	1 month	3 months	12 months	Planned programme
Moderate	1 month	3 months	24 months	Planned programme
Tolerable	1 month	3 months	36 months	Planned programme

We will report quarterly to PCH Board using the below template based on the number of homes with open actions. **(numbers below are examples only and do not reflect the current status of homes)**. This report is for residential properties only, any other type of property we are responsible for will be reported in the monitoring report as outlined later in this policy.

	Monitoring per home			
	FRA Action risk timescale			
	Immediate	Short Term	Medium Term	Long Term
Intolerable	0	0	0	0
Substantial	0	0	0	0
Moderate	0	6	500	600

Tolerable	0	13	900	800
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Mitigations for fire actions will be developed whilst works can be scoped and completed. Some mitigations are already in place such as:

- Clearance and sealing of roof void spaces to reduce the risk of fire spread.
- Caretaker weekly fire safety checks of buildings which includes checking emergency lights, ensuring communal areas are sterile and reporting any fire safety issues to relevant teams.
- Fire safety information booklets supplied to residents informing them of ways to keep themselves and their neighbours safe from fire ignition and spread.
- A fire risk assessment programme completed by external competent contractors that will notify of any increased risks to buildings.
- Regular servicing of fire safety equipment such as fire alarms, sprinklers and ventilation systems to ensure they work in an emergency.
- Notifying residents of their evacuation strategy via the fire booklet, fire action notices and resident engagement events.

Fire detection and alarm systems

- We will ensure adequate fire detection is provided where it is required.
- The fire detection system will be audible (with other types of alarm e.g. flashing lights/vibration in addition depending on the resident profile) and subject to regular maintenance and inspection.

Firefighting equipment and fixed installations

We will:

- Ensure that there is adequate fixed and portable firefighting equipment available on sites in accordance with the FRA.
- Maintain and service such equipment in line with timescales outlined in the Fire Safety (England) Regulations 2022, and any other appropriate regulations/legislation.
- Train relevant employees in the correct use and application of all provided firefighting equipment where applicable.
- Ensure any key fire-fighting equipment that is not available to London Fire Brigade is noted in the Secure Information Box and the London Fire Brigade information sharing portal.

Fire doors

- Individual flat front doors provide a key line of defense in fire safety, therefore we will replace all flat entrance doors that open onto a communal area with standards outlined in Approved Document B Volume 1 of the Building Safety Regulations.
- At the time of writing this policy, any flat entrance door that opens onto a communal area should be a minimum of an FD30S fire door.

- Fire doors should be installed by competent and certified contractors.
- Certification that the fire door is of current standards should be acquired and supplied to PCH to document.
- PCH will contact residents who are required to have an FD30S fire door.

We will:

- Ensure that our buildings have suitable fire doors along all escape routes through programmes of inspection, repairs, maintenance, and replacement.
- Liaise with lessees to review and deal with non-compliant fire doors.
- Prohibit the installation of security grilles on flat entrance doors and remove where found.
- Check communal doors in buildings taller than 11 metres quarterly.
- Check flat entrance doors in buildings over 11 metres annually
- Check flat entrance doors at buildings under 11 metres when annual gas safety checks are carried out at the dwellings.

Communal areas

We will:

- Ensure the communal areas are kept clear of sources of combustion and ignition.
- Promote a sterile approach within our communal areas, which means communal areas must be kept clear of all personal possessions and other items.
- Review waste storage facilities in proximity to our buildings to prevent build-up of excessive combustible materials therefore increasing the fire load.

Emergency lighting

We will:

- Install appropriate emergency lighting along all escape routes and will ensure they are regularly tested and maintained.

Signage and notices

We will:

- Ensure fire action signs are placed in corridors (on every level), near entrance doors and common areas. Where fire safety signs are provided they will be in accordance with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996.
- Wayfinding signage will be installed in accordance with Approved Document B as outlined in the Fire Safety (England) Regulations 2022, in buildings with a height greater than 18 metres or 7 storeys.

Resident Storage

We will:

- **Work with residents to ensure items being stored in resident storage cupboards, garages and pram sheds do not consist of flammable or explosive items such as fireworks, large quantities of paper or cardboard, flammable solvents and gas cylinders.**

- **Work with residents to ensure that bike sheds are not used for storage of items other than their intended use.**
- **Provide residents with fire safety information on the safe storage and use of fireworks during relevant celebration seasons.**
- **Remove any items that are flammable or explosive being stored in areas that form part of, or are linked to, communal areas of buildings.**
- **Ensure that communal roofspaces are clear of residents items**

Additionally, It is prohibited for any resident to use an open fire place in their dwelling.

Vacant properties

We will:

- Undertake a compartmentation survey at void stage, to ensure any compartmentation breaches inside the dwelling are addressed appropriately before the property is re-let.
- Install enhanced fire alarms systems at void stage.
- Repair or replace internal fire doors (where applicable) at void stage.

Data management

The Building Safety Act 2022 specifies that all data should be stored electronically and be easily accessible to anyone who requests it, also known as the 'one source of truth'. Data will include:

- Records of all completed fire risk assessments, fire risk assessment reviews and associated completed remedial works from these reports will be kept on our CRM system.
- Records of all completed servicing and maintenance checks on fire safety equipment, smoke/heat alarms, systems and installations and details of associated completed remedial works.
- Copies of external wall surveys and related remedial works.
- Copies of structural surveys and related remedial works.
- Records of all fire safety-related training undertaken by staff.
- Any major works.

Building Data will be kept indefinitely as part of the 'Golden Thread' of each building. Should the building be disposed of the associated building data will be passed to the new Accountable Person.

Monitoring and review

The Building Safety Team will provide a monthly monitoring report to the Executive Team on the progress of fire risk actions. The monitoring report will also be reported to Board every quarter.

The Building Safety Team will report any out of compliance fire safety equipment to the Executive Team once a month, with commentary on expected rectification dates.

Fire safety specific key performance indicators (KPIs) will be agreed annually. Reporting of this information will be the responsibility of the Building Safety Manager on a monthly basis and will be scrutinized by the Executive Team and Phoenix Community Housing Board as necessary to ensure Phoenix are monitoring fire safety appropriately and withing regulatory requirements. KPIs will include monitoring of fire risk assessment completion, number of remedial actions completed or out of

compliance, number of fire servicing components completed or out of compliance and number of fires recorded over a 12 month period.

Data integrity checks of the fire risk assessments will be undertaken by the Building Safety Team. 10% of the FRAs will be checked a month to ensure the following data is correct on the FRA and in our CRM system:

- Address
- Compliance Status
- Last Completed Date
- Risk Rating
- Next Due Date

381 of the FRAs are completed on a 3 year cycle. Once they have been through data integrity checks during the first year of them being completed, there should not be a requirement to check them again until the next cycle of FRAs are completed 3 years later.

Resident Engagement

Residents are at the heart of the Building Safety Act 2022. As a resident led organisation, we are proactive in seeking residents point of views and engagement activities. Resident involvement in Phoenix is an integral part of its governance through Board, Committee and Phoenix Gateway resident membership and wider engagement and consultation via the Resident Involvement and Community Engagement strategy.

Fire safety information is provided to residents in their welcome packs or handbooks, and fire safety information is also outlined on our website. In addition, as part of the Fire Safety (England) Regulations 2022, a fire safety information booklet and fire door information has been made available to all of our residents.

A representative of the Building Safety Team attends most resident engagement events such as Chat & Chips, and contractors also attend to give more technical information when required.

Residents are able to contact the Building Safety Team for more information using buildingsafety@phoenixch.org.uk.

A separate Building Safety Resident Engagement Policy will be developed which will outline who we intend to engage with residents at our high-rise buildings.

Collaboration with the London Fire Brigade

The London Fire Brigade have created a portal on the internet where information on high rise buildings can be shared electronically with them, such as floor plans and external wall information. The same information is also provided in the secure information boxes at each of the high-rise buildings.

Bi-monthly meetings are held with the fire safety team within the London Fire Brigade. Through these meetings Phoenix are able to raise any concerns they may have, get advise on changing legislation and arrange audits of buildings as required.

The London Fire Brigade are also invited to our resident engagement events.

Policy review

We will review the Building and Fire Safety Policy and supporting procedures annually, or sooner if there are changes to legislation or good practice.

Legislation

The following legislation and regulations relate to fire safety. It is not an exhaustive list, but includes the main regulations to which we adhere:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Building Safety Act 2022
- Fire Safety (England) Regulations 2022
- Housing Act 2004 specifically the Housing Health and Safety Rating System (HHSRS)
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- Landlord and Tenant Act 1987
- Building Regulations 2006 Approved Document B (Fire Safety) – Volumes 1 and 2 (incorporating all and any amendments)

Associated documents, policies and procedures

- Responsive Repairs Policy
- Tenancy and Lease Agreements
- PNB Group Gas Safety Policy
- Electrical Safety Policy
- Refuse and scooter storage arrangements
- Building a Safer Future: An Implementation Plan
- Home Standards
- Audit Reports
- Fire Procedure
- Disposal Strategy
- Building Maintenance Specification
- Mandatory Occurrence Reporting Procedures
- Voluntary Occurrence Reporting Procedures

Definitions

Term/acronym	Description
Resident	Includes tenants, freeholders, shared ownership and leaseholders.
Principle Accountable Person	The organisation or person who owns or has responsibility for the building.
Responsible Person	Anyone who has control or a degree of control over certain areas of a premises.
Type 1 fire risk assessment	A non-intrusive assessment of fire safety issues in a building. Mainly restricted to communal areas.
Type 4 fire risk assessment	An intrusive assessment of fire safety issues in a building, including in dwellings and samples may be taken to determine materials. A type 4 fire risk assessment can be carried out on a building of any height.

Fire-fighting equipment	Any equipment that will aid in the detection, alarm and extinguishing of a fire.
Building Safety Regulator	A department within the Health and Safety Executive who will oversee the safety and standards of in-scope buildings.
Responsible Person	Anyone who has control or anyone who has a degree of control over certain areas within the building, such as communal areas.
In-Scope	Buildings that are a minimum of 18 metres or 7 storeys in height as measured by Approved Document B.
High rise building	Any residential building that meets or exceeds 18 metres or 7 storeys in height.
Secure Information Box	A red box on at the entrance of a high rise building that contains information that will help fire-fighters such as floor plans.
Building Safety Case	A collection of documents that outline why the building is safe to live in, for example fire risk assessments, fire equipment servicing certificates, structural survey reports, external wall survey reports, emergency plans and risk mitigations.
Building Safety Case Report	A document that will be readily available to residents and the Building Safety Regulator that will summarise the evidence in the Building Safety Case. This report will be used by the Building Safety Regulator to determine if the building will obtain a Building Assessment Certificate.
Building Assessment Certificate	A certificate from the Building Safety Regulator that shows the building is safe to occupy. It will be displayed in the building for residents' reassurance.
Golden Thread	All information that is reasonably available to building owners on the life cycle of the building from conception to occupation to demolition.

Document Type:	Policy
Title:	Building & Fire Safety Policy
Author	Building Safety Manager
Department Owned By	Property and New Business
Equalities Impact Assessment:	No
Approval Date:	
Approved By:	In accordance with delegated authorities
Implementation Date :	
Status:	Draft
Version No:	V2
Last updated:	08/03/2024
Issue Date:	
File Path:	