

# FIRE RISK ASSESSMENT POLICY

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Lead officer:	Zoe Bate

# Fire Risk Assessment Policy

## 1 Introduction

1.1 Stockport Homes Group has a legal obligation and duty to undertake Fire Risk Assessments in all communal areas, commercial properties, or shared spaces. The Fire Risk Assessment policy is intended to provide an overview on Stockport Homes Group (SHG) approach to managing the FRA (Fire Risk Assessment) Type 1 surveys and management approach to fire risk actions.

1.2 The FRA Policy is to be read in conjunction with SHGs other relevant policies, procedures and strategies:

- The Fire Safety Policy
- The Fire Safety Procedure's (High/low rise blocks, sheltered and multistorey)
- The Building Safety Strategy
- The Group Health and Safety Policy

## 2 Strategic Links

2.1 The FRA policy statement is produced to fulfil its obligations and responsibilities in line with legislation, good practice guides and standards namely:

- Fire Safety Act 2021
- Health and safety at Work Act 1974
- The Management of Health and Safety at Work regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005.
- The Building Safety Act 2022
- LACORs Guide
- Housing Act 2004
- Fire Safety Approved Document B
- Fire Safety in Specialised Housing Guide
- Fire Safety in Purpose Blocks of flats
- PAS 79
- BAFE SP205 Certification

## 3 Scope

3.1 The scope of this policy seeks to explain SHGs approach to managing the FRA Type 1 survey process.

3.2 This policy applies to all communal areas, commercial properties, or shared spaces, including HMOs.

## 4 SHG Obligations

- 4.1 SHG has a statutory obligation to ensure all areas defined within the Regulatory Reform (Fire Safety) Order primarily and subsequent Fire Safety Act 2021 are identified and are competently assessed to identify any fire risk and to appropriately manage those risks in a reasonable time frame.
- 4.2 To put in place quality assurance and performance management arrangements to ensure that SHG meets its obligations.
- 4.3 To ensure that appropriate and timely action is taken in the event of defects being identified.
- 4.4 To ensure that complete and accurate evidence is retained of FRA completions and record all risk actions completed.
- 4.5 To implement quality assurance and performance management arrangements to ensure that SHG meets its obligations.
- 4.6 To identify the fire risk rating within building, based on that risk categorise its FRA frequency.

## 5 Statement of Intent

- 5.1 To ensure all properties SHG is responsible for, has an up-to-date FRA and to manage, monitor and control all remedial works to ensure all properties remain compliant.
- 5.2 SHG will review all FRAs within the agreed timescales stated within the FRA. SHG will also undertake a review of the FRA if a major incident or fire occurs in a communal area.
- 5.3 SHG will ensure there is a succession of FRAs schedules with due dates that will be managed monthly.
- 5.4 SHG will adhere to its procurement policies ensuring all contractors and consultants meet the necessary standards and can evidence their competencies, through third party accreditation and experience.
- 5.5 FRAs assessments will be completed in line with the PAS 79 practices, with all FRAs being third party accredited competency scheme, BAFE SP205. The BAFE SP205 scheme provides assurances on competency supporting legislation, Sub-section 156(4) of the Building Safety Act, placing a legal duty on Responsible Persons to appoint only competent individuals for making or reviewing fire risk assessments.
- 5.6 SHG will use a 3-tier 5 level hierarchy to identify risks via a risk matrix. See Appendix A

5.6 SHG aim to manage all fire safety actions within a reasonable and practicable timescale with the aim to mitigate any risk with the most pragmatic solution.

5.7 The frequency of FRAs has been determined by SHG based on the level of fire risk associated with the building, these are subject to change, based on recommendation within the FRA or legislation/guidance change:

- High Risk – 12 months
- Medium Risk – 24 months
- Low Risk – 36 months

5.8 SHG aims to manage all fire risk actions proactively and consistently and work to the following priorities:

- Priority 1 Intolerable Risk – 30 days
- Priority 2 Substantial Risk – 60 days
- Priority 3 Moderate Risk – 90 days
- Priority 4 Tolerable Risk– 180 days
- Priority 5 Trivial Risk – 365 days

5.9 SHG is committed to working with Fire and Rescue services to agree any changes or amendments to ensure they are reviewed regularly.

5.10 SHG will review the priorities amend accordingly following any changes in guidance, regulations, or standards.

5.11 SHG may conduct FRAs outside of the standard frequencies, principally where there has been a specific risk identified, a material change or incident.

## 6 Roles and Responsibilities

6.1 The Duty Holder and Responsible Person for Fire Safety is the Chief Executive.

6.2 The Compliance Team will have operational responsibility to perform the responsibilities of SHG. The staff responsible for delivery include:

- Head of Compliance
- Compliance Manager
- Compliance Officer

The Head of Compliance has overall responsibility to fulfil SHGs obligations, ensuring the approach of the FRA processes is delivered in line with the policy. The HOC will report monthly to SLT and annually to Audit and Risk Committee performance and the overall compliance position.

The Compliance Manager is responsible for the delivery of the FRA contract and resolving any escalating issues arising. The CM is to notify the Head of Compliance of any intolerable actions and failed KPIs. The CM is responsible for managing the ShineCompliance process.

The Compliance Officer is responsible for managing the day-to-day operations of the contract, FRA schedule, reviewing FRAs, identifying actions, progressing any remedial actions or work streams with the relevant team or contractors. The CO is responsible for ensuring ShineCompliance system is kept up to date with all the latest FRAs and actions. Day to day management of ShineCompliance in terms accessibility to the wider organisation.

The Compliance Officer will undertake a review of the FRA in line with Article 18 of the duties specified within the RRFSO.

## **7 Performance**

- 7.1 Compliance performance will be reported monthly to Senior Leadership Team and Board.
- 7.2 Contractor/Consultants performance will be monitored monthly by the Compliance Team.
- 7.3 The Compliance Team will take overall responsibility for Type 1 surveys.
- 7.4 The Compliance Team will facilitate other type of surveys as and when required, namely but not limited to, pre- occupational Surveys, Type 2,3,4 and Fire Risk Appraisals of External Walls.

## **8 Equality Impact Assessment (EIA)**

There are no EIA implications, the process is driven by legislation.

## **9 Ownership, Monitoring & Review**

- 9.1 The Policy is owned by the Operations Directorate Compliance Team and will be monitored by the Operations Management Team.
- 9.2 The Policy will be reviewed in line with the Operations Management Policy and Procedure Review Schedule to ensure that the policy reflects current legislation, guidance, and operating practice.

## Appendix A

### Risk Rating

Hazard Potential	Likelihood of Harm		
	Slight Harm (1)	Moderate Harm (2)	Extreme Harm (3)
Low (1)	Trivial (1)	Tolerable (2)	Moderate (3)
Medium (2)	Tolerable (2)	Moderate (4)	Substantial (6)
High (3)	Moderate (3)	Substantial (6)	Intolerable (9)

### Overall Risk Rating

01	Trivial Risk - Action Required within 12 Months of Assessment
02	Tolerable Risk - Action Required within 6 Months of Assessment
03-04	Moderate Risk - Action Required within 3 Months of Assessment
06	Substantial Risk - Urgent Action Required within 2 Months Assessment
09	Intolerable Risk - Immediate Action Required within 1 Month of the Assessment

Risk Level	Action	Description
Trivial (1)	365 Days	No action is required and no detailed records need be kept
Tolerable (02)	180 Days	No major additional controls required. However there might be a need for improvements that involve minor or limited cost.
Moderate (03-04)	90 Days	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial (06)	60 Days	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable (09)	30 Days	Building (or relevant area) should not be occupied until the risk is reduced.