



Trident Group



Fire Safety Policy

Department: Technical Services

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1. Introduction

1.1. Aim of the Policy

The Aim of this policy is to outline Trident Group Technical Service approach to proactive fire safety management in our high and low-rise Buildings and its associated communal areas.

- This Policy is to assist Trident Group compliance with our legal obligations as a Social Landlord and meet the statutory requirements of the Regulatory Reform (Fire Safety) Order 2005.
- This policy will provide a clearly defined management structure for the delivery and maintenance of suitable and sufficient controls and monitoring measures for all the fire safety related subjects throughout our high- and low-rise premises.

1.2. Policy Objectives

The policy objectives are to adhere to:

- Provide well maintained and fire safe premises.
- Reduce the risk of fire occurring in our premises.
- Provide sufficient fire protection measures that are maintained sufficiently

1.3. Premises included in the Policy

- general needs in high-rise buildings
- Sheltered housing
- low-rise properties that have communal areas
- all tenure types including tenants on Introductory, Secure and Non-Secure tenancies and leaseholders

1.4. Premises out of the Scope of the Policy

The policy and supporting procedures are limited to the High- and Low-Rise managed stock and does not cover office environments which are subject to the corporate procedures on fire safety and evacuation and individual dwellings.

1.5. Fire Legislation & Approved Codes of Practice.

The Policy has been developed considering the requirements of the following legislation:

- Regulatory Reform (Fire Safety) Order 2005 – all communal areas including up to and including the flat front door.

- Regulatory Reform (Fire Safety) Order 2005 – Risk Assessment Guide for Sleeping Accommodation & Small & Medium Places of Assembly
- The Housing Act 2004 – aspects within the flat (domestic premises)
- Fire Safety Act 2021 and Fire Safety (England) Regulations 2022 – National Fire Chiefs – click on link: <https://www.nationalfirechiefs.org.uk/Fire-Safety-Act-2021-and-Fire-Safety-England-Regulations-2022>
- Building Regulations 2019 – Part B Fire Safety and previous versions
- Building Safety Act 2022
- Gas Safety (Installation and Use) Regulations 1998
- Furniture and Furnishings (Fire Safety) Regulations 1988 – relevant to furniture provided for workplace areas, sheltered communal spaces and Homeless Centres.
- Electrical Equipment (Safety) Regulations 1994
- Local Government Association - Fire Safety in Purpose Built Blocks of flats (2012)
- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002.
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- PAS 9980:2022 Fire Risk appraisal of external wall construction and cladding of existing blocks of flats – code of practice
- LACORS (2008) HOUSING – FIRE SAFETY Guidance on fire safety provision for certain types of existing housing
- Fire Safety in Specialised Housing – National Fire Chief Council
- Social landlord's obligations under the 'Homes Standard' issued by the Regulator of Social Housing (RSH) as well as the 'Decent Homes Standard.'

1.6. General Policy Statement.

Trident Group Technical Services takes its responsibility to ensure its residents, staff, repairs partners and visitors fire safety very seriously and will strive to reduce the risk of fire, as far as is reasonably practicable.

Trident Group will:

- Clearly define managerial responsibilities for fire safety and ensure all staff are fully aware of their role in minimising and preventing the risk of fire.

- Provide appropriate instruction, training, and supervision to enable all staff to work safely and carry out their duties and responsibilities under this Policy
- Carry out Fire Risk Assessments (FRAs) of all relevant properties to identify fire risks. Any significant findings will populate an Action Plan to affect either immediate action, planned action or for active monitoring to take place
- Undertake and maintain robust inspection regimes to satisfy requirements within legislation, relevant industry standards and best practice
- Implement measures to reduce or remove the risk of fire on the premises and the risk of the spread of fire within the premises
- Decide to provide safe and effective fire safety measures to ensure effective means of escape
- Maintain all active and passive fire precautions effectively in our high- and low-rise premises
- Provide and maintain plant, equipment and work procedures that are safe according to statutory requirements or good practice.
- Require Trident Group Contractors to replace ALL fire stopping on completion of works
- Ensure that Trident Group Contractors, especially those carrying out 'hot works,' are managed and supervised to prevent inadvertent or unexpected breaches of fire safety or increased risk of fire by their activities
- Consult with West Midlands Fire Service to ensure best use of available resources and promote fire awareness
- When fires occur, investigate the causes, identify lessons to be learnt and take action to remedy deficiencies found by the investigation
- Provide appropriate fire safety information to residents to ensure fire risk is minimised
- Ensure residents are fully aware of their responsibilities under the Conditions of Tenancy or lease agreements
- Conduct joint Resilience Exercises with West Midlands Fire Service, and other agencies as necessary to ensure readiness for emergencies
- Provide adequate and appropriate resources to implement the policy, including the provision of competent assistance and resource

2. Roles & Responsibilities

The following section will outline the Roles and Responsibilities when adhering to the Regulatory Reform Order 2005 and subsidiary legislation.

2.1. Statutory Responsibilities

The Regulatory Reform (Fire Safety) Order 2005 (RRO) applies to all non-domestic premises. Within high- and low-rise flats, maisonettes, and sheltered accommodation this legislation only applies to the communal areas and excludes individual dwellings and residents' accommodation. The Fire Safety Act 2022 has also clarified that the RRO also applies to the structure, external walls (including balconies, doors, and windows) and flat entrance doors in multi-occupied residential buildings with two or more sets of domestic premises.

The Housing Act 2004 regulates fire safety in existing residential premises by way of the Housing Health and Safety Rating System (HHSRS). This is the principal legislation designed to assess and regulate fire safety standards within dwellings.

An annual Stock Condition survey programme is in place whereby Trident Group Technical Services conducts yearly inspections on our properties to ensure they meet the decent homes standard and identify any urgent/defect repairs (Category 1 and 2 hazards). Where repairs are identified, these works are put into a programme.

2.2. Trident Group (Corporate Body)

The employer and Landlord is responsible in law for:

- The fire safety of Trident Group employees whilst at work.
- The conduct of the Trident Group undertakings, to ensure the fire safety of its residents, members of the public, and other persons not in their employment.

To meet these responsibilities Trident Group Board will ensure that:

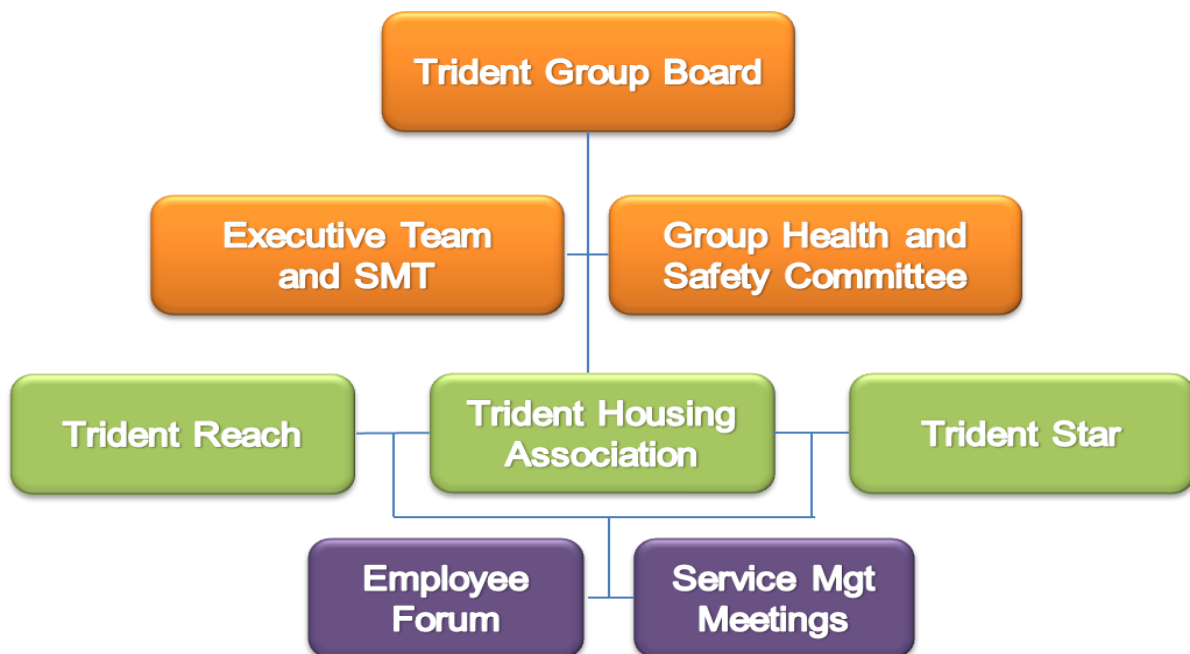
- There is an effective overall Policy for the fire safety of employees and other persons who may be affected by the Trident Group undertaking and that adequate funds are available to meet fire safety requirements.
- Any necessary changes are made to the Fire Safety Policy.
- Trident Group is organised and has enough competent staff to meet its responsibility for fire safety. The hierarchical approach as per the Fire Safety Act 2022 is applied below.

2.3. Principle Accountable Person (PAP)

The Chief Executive Officer (CEO) Is the Principal Accountable Person (PAP) including overall financial control for fire safety within the Trident Group as defined in the Regulatory Reform (Fire Safety) Order 2005 this person is responsible for:

- Ensuring organisational compliance with the Regulatory Reform (Fire Safety) Order 2005 in relation to premises under their control.
- Ensuring a Fire Safety Management structure exists within Trident Group.
- Ensuring audit arrangements exist to oversee fire safety compliance.
- Demonstrate clear leadership and commitment to fire safety management and a positive health and safety culture.
- Develop and implement a Fire Safety Policy, outlining their organisation, responsibilities, and arrangements to achieve the implementation of such policy.
- Provide strategic direction and oversight of corporate strategies and policies relating to fire precautions.
- Ensuring the provision of appropriate financial and physical resources to support fire safety management arrangements.

Fire Safety Management Model



2.4. Responsible Persons

Any third party who has to any extent control over a part or whole of a premises will be the Responsible Person for those premises or relevant part regardless of whether Trident Group owns, are sub-letting, leasing or in any other way handing over control of the premises to the third party.

2.5. Executive Directors

Executive Directors have overall responsibility for the implementation of this Fire Policy and associated management arrangements within their division. The Executive Director of Trident Group Technical Services is the accountable person with delegated financial control.

In addition to their responsibilities as line managers, Directors shall:

- Demonstrate clear leadership and commitment to fire safety management and a positive health and safety culture.
- Develop and implement Fire Safety Policy, outlining their organisation, responsibilities, and arrangements to achieve the implementation of such policy.
- Provide strategic direction and oversight of corporate strategies and policies relating to fire precautions.
- Ensure health and fire safety matters are given consideration when developing any policies and strategies, and when allocating associated responsibilities and resources.
- Support and promote the adequate allocation of resources for the effective Implementation of this policy
- Ensure sufficient competent persons are appointed, to assist Trident Group to effectively deliver its responsibilities for health and fire safety.

2.6. Head Of Service

Trident Group Head of Service is the responsible person and has senior management level responsibility for Trident Group compliance with the Regulatory Reform Order 2005 including:

- Ensure that robust fire safety management systems, arrangements and organisation exist in their service area in line with the statutory provisions of the Regulatory Reform (Fire Safety) Order 2005 and the Housing Act 2004
- Head of Service for Repairs and Maintenance is responsible for ensuring associated maintenance and testing responsibilities are undertaken in line with statutory requirements
- Capital works are delivered in line with statutory requirements
- Ensure that enough competent staff are appointed to assist in meeting fire safety responsibilities
- Ensure all significant fire safety issues and developments are periodically considered by competent persons

2.7. Building Safety Manager (Accountable Person AP)

The Building Safety Manager is responsible for the following

Fire Safety Order 2005

- Carrying out and reviewing Fire Risk Assessments on a regular basis and recording all findings.
- Is responsible for the organisation and delivery of Fire Risk Assessments. And must ensure there is an appropriate and resourced response to outcomes of Fire Risk Assessments
- Ensuring that any risks that have been identified and resolved have been shared with Resident
- Putting in place fire safety measures and precautions and ensure these are maintained
- Provide relevant fire safety instructions to residents, including instructions on how to report a fire, and what a resident must do once a fire has occurred.
- Carrying Out Weekly Inspections of Buildings
- Provide information to residents about fire doors to the effect that fire doors should be shut when not in use, residents should not tamper with fire doors and should report any faults immediately.
- Arrange Quarterly checks of all fire doors in the common parts.
- Provide Training

Additional Duties Building Safety Manager Accountable Person (AP) the Fire Safety Act 2022

- Ensuring that this Policy is reviewed on a regular basis and updated to consider legislative changes and the application of continuous improvement based upon best practice in Fire Safety and Prevention.
- Ensuring the monitoring of compliance with the requirements of this Policy, e.g., the completion of Fire Risk Assessment and associated actions
- Prevent a building safety risk happening, with building safety risk defined as 'spread of fire and/or structural failure
- Register existing buildings with the Building Safety Regulator
- Providing a 'Safety Case Report' which demonstrates how building safety risks are being identified, mitigated, and managed on an ongoing basis
- Evacuation strategy for the building; and residents with information relating to the importance of fire doors in fire safety.
- Arrange annual checks of flat entrance doors.

- Provide the local Fire and Rescue Services with an electronic record of the design of the external walls of the building, including details of the materials from which they are constructed
- Ensuring requirements of the Building Assurance Certificate are complied with
- Developing systems for investigating complaints and for Mandatory Occurrence Reporting. Complying with all directions given and statutory notices issued by the Building Safety Regulator.

2.8. Building Safety Officer Responsibilities

- Provide Support to the Building Safety Manager for the development of building safety cases for all identified high risk buildings within the scope of the Building Safety Act
- Support the Building Safety Manager to ensure that all the organisations identified high risk buildings are managed and maintained in accordance with the requirements of the Building Safety Act.
- Manage the Fire Risk Assessment Programme
- Ensure good standards of fire safety are implemented and maintained across Trident Group Assets

2.9. Managers / Facilities Safety Manager

These officers are responsible for:

- The delivery of fire and safety inspection regimes in line with local policy and procedure
- The delivery and implementation of any management systems in place to manage and monitor fire safety precautions and performance
- Fire safety arrangements, instructions and guidance are practised and information relating to regulations and codes of practice are disseminated to those employees for whom they are responsible
- The delivery of maintenance programme and monitoring of contractor performance including the delivery of capital works in line with statutory obligations
- Identify fire safety training requirements for employees and ensure that employees are competent in the fire safety aspects of the work they are required to undertake.
- Employees under their control comply with safe working arrangements and systems of work as they relate to fire safety
- Suitable and sufficient fire safety information, instruction, training, and supervision are provided for all employees under their management responsibility

2.10. Building Fire Safety Coordinators

- Fire prevention and evacuation drills. organise spot checks around the site. arrange regular fire alarm tests and fire drills.

2.11. Employees

Are responsible for:

- Ensuring co-operation with managers/supervisors on matters of fire safety compliance
- Ensuring they conduct any fire related activities, i.e., safety inspections in line with relevant policy and procedures
- Ensuring fire related incidents are reported in line with local health and safety reporting arrangements
- Reporting any shortcomings in fire safety controls provided by the organisation to their supervisor/line manager or through the Repairs Reporting Procedures
- Ensuring completion of mandatory training in relation to fire safety or specific roles in relation to fire safety
- Ensuring they understand the local fire safety arrangements for any building they visit or reside such as their fire evacuation procedure
- Ensuring the safety of any visitors that they might have and for informing them of the required actions in the event of emergency
- Ensuring appropriate response and conduct when required to evacuate any Trident Group premises under fire drill or fire incident conditions
- Estate Based Staff – daily estate-based caretaking staff undertake daily block inspections and ensure any disrepair is reported through the Contact Centre. These staff are instructed to remove any combustible items from the block and as a minimum, store it six metres away from the external block façade in a suitable area that does not obstruct any pathways or stairways. In addition, estate-based supervisors undertake a monthly inspection covering all areas above. All inspections are recorded and monitored (See Neighbourhoods Services Policies and Procedure for details).

2.12. Trident Group Contractors

- To ensure good safety practice is maintained our contractors are required to provide risk assessments and method statements prior to any works and include conducting an asbestos survey.
- Comply with Trident Group Fire Safety Policy arrangements and Standard Operating Procedures.
- Ensure all repairs are conducted in compliance with industry standard and against statutory duties where necessary (ADB regulation 3 and 4)
- Where contractors discover a fire hazard, they will record, notify Trident Group Technical Services immediately and carry out remedial works to resolve issues

2.13. Employee Forum

- Promote co-operation between management and employees and monitor the local arrangements for affecting the Trident Group fire safety policy

2.14. Part 2: Ref: HSE Guidance Roles & Responsibilities

Part 4 of the Building Safety Act identifies new duty holders – who will be known as ‘accountable persons’ (APs) – for residential high-rise buildings (HRBs). This will be the organisation or person who owns or has responsibility for the building. It may also be an organisation or person who is responsible for maintaining the common parts of a building, for example corridors or lobbies.

The AP will usually be an organisation or business but could also be an individual.

The AP will have a duty to take all reasonable steps to:

- prevent a building safety risk happening, with building safety risk defined as ‘spread of fire and/or structural failure’
- reduce the seriousness of an incident if one happens

If a building has more than one AP, the AP responsible for the structure and exterior of the building will be the principal accountable person (PAP). When buildings have a single AP, that entity or person is the PAP.

As well as their duties as an AP, PAPs must:

- register existing buildings with the Building Safety Regulator (BSR), they can do this between April 2023 and October 2023
- register all new buildings before occupation

All occupied buildings must be registered by October 2023, it is an offence if a building is occupied but not registered after this date.

PAPs must also:

- prepare a safety case report for the building.
This should show that:
 - APs have assessed all building safety risks and taken all reasonable steps to control them
- give the safety case report to BSR on request – BSR will examine it during the building assessment
- apply for a building assessment certificate when directed by BSR

Detailed, accurate information about the building will be critical when registering a building and when preparing the safety case report.

3. Arrangements

This section will cover the management of Risk within the Trident Group

3.1. Fire Risk Assessments

Trident Group undertake suitable and sufficient fire risk assessments of the communal areas in:

- High Rise Residential Buildings
- Low & Medium Buildings
- Sheltered housing schemes
- Converted houses (self-contained flats)

To assess whether risks are controlled and to identify further measures to be taken to eliminate or reduce the risk further. These are Level 1 assessments which are a non-destructive assessment where all communal and workplace areas including riser cupboards, tank rooms, storerooms etc. would be checked. The Fire Safety Act has also clarified that the RRO also known as FSO applies to the structure, external walls (including balconies, doors, and windows) and flat entrance doors in multi-occupied residential buildings with two or more sets of domestic premises. Therefore, these areas are considered and form part of that assessment.

High Rise Residential Buildings, Sheltered Housing Scheme - Every year or following any significant changes.

The term high rise residential building encompasses any building with seven storey is or eighteen meters in height and have at least two residential units.

Low & Medium Rise High Rise Buildings of flats and Converted houses – Every two years or following any significant changes.

The terms low & medium rise buildings encompass any building with between two and six storeys and under eighteen meters with communal facilities and access ways to flats. Trident Group does not operate any HMO which have shared facilities and all conversions refurbished in line with Building Regs 1991.

Other circumstances to carry out a risk assessment review include

- Following a fire where the Fire Service has indicated fire precautions are not adequate and further actions are necessary, The Building Safety Manager to instigate and review Policy
- Following any works affecting the means of escape or fire precautions
- Any significant change e.g., Introduction of new equipment, structural alterations to the building, including the internal layout
- Alterations to building such as replacement entrance doors or internal decoration to communal areas,
- Change in national legislation / guidance

Failure to comply with the Fire Risk Assessment Contractors, residents or Trident Group employees will be considered a breach of Trident Group health and safety procedures and could result in disciplinary action being taken and enforcement action by statutory bodies.

Fire Risk Assessment will be stored in each High-Rise Building in the premises information box

3.2. Cladding

Where key product specifications for cladding systems were not available due to the passage of time/destroyed records, Trident Group Technical Service undertook a Level 2 Fire Risk Assessment (intrusive) sampling to determine the material specification. This information together with MCHLG Advice Notes 18 & 19 Trident Group have committed resources to replace infill window and balcony panels to revised Building Regulation 7. Standard of November 2018. This is a programme commenced 2018.

3.3. Building Safety Act 2022

With the introduction of the Building Safety Act 2022 and the provisions anticipated to be introduced through a programme of secondary legislation over the next couple of years, Trident Group Technical Services have employed a Building Safety Manager and a Building Safety Officer to deliver and manage the provisions of the primary and secondary legislation.

3.4. Common Fire Risks

Fire Risks in Domestic properties

1. Cooking Equipment
2. Heating
3. Smoking
4. Electrical Equipment & Installations
5. Candles
6. Barbeques
7. Flammable Liquids
8. Lighting
9. Oxygen

There are many fire risks associated with domestic premises. Some are listed here. Trident Group have provided advice and guidance on key fire risk in the Fire Safety in Flats Leaflet dated June 2017.

Resident fire safety and behavioural risks will be considered going forwards as part of the Building Safety Managers (BSM) and Building Safety Officers (BSO) roles and responsibilities relating to tenant engagement and overall safety of the High-Rise Building

Going forwards the tenant engagement processes will involve regular meetings with BSO's which will include fire and structural safety as a standard topic.

Safe & Well Visits are offered to all new tenants at the Letting Stage which are conducted by West Midlands Fire Service on our behalf. In sheltered accommodation all tenants are offered a safe and well review as part of their annual review process.

Fire Risks in Communal Areas of High and Low-rise Buildings of flats and Sheltered Housing Schemes

Trident Group takes its responsibility regarding fire safety for residents very seriously. The Regulatory Reform (Fire Safety) Order 2005 (RRO) imposes obligations on Trident Group as the responsible person for the communal parts of flats to ensure that emergency routes and exits are always clear to safeguard the safe egress of residents. It is an offence for any responsible person to fail to comply with that obligation where that failure places one or more persons at risk of death or severe injury in case of fire.

In striking the balance between fire safety and personalisation of communal areas, Trident Group has sought the advice of West Midlands Fire Service and adopts the advice contained within the 'Fire safety in purpose-built High-Rise Buildings of flats' as published by the Local Government Group in July 2011. The result is a common-sense approach:

- Door mats will be acceptable so long as they are.
 - Specifically intended to be a door mat,
 - With a non-slip backing material,
 - In good condition and free from curling edges,
 - Placed directly in front of the resident's door,
 - Not oversized (max width of door x 18in),
 - Not located at the top of stairs, (tripping hazard)
 - Rugs, runners, and carpet tiles will NOT be acceptable

- Residents' furniture will NOT be acceptable under any circumstances, including chairs, tables, cupboards, screens etc.

- A small plant in a ceramic pot is permitted in the direct vicinity of the resident's front door, if no obstruction is caused to passers-by. The following examples would NOT be acceptable; plastic flowers and plants as these are combustible, large plants such as "cheese" plants, yucca plants, plastic containers, vegetable racks or other storage containers, resident's shoes, trainers etc.

- Windowsills – again, a small plant in a ceramic pot is permitted unless to do so would obstruct a doorway or fail to provide clear passage through a hallway.

- Pictures and other wall ornaments will NOT be allowable unless provided or approved by Trident Group External letter boxes fixed to the wall are permissible if the resident's front door is not fitted with a letter box or there is a specific need for the letter box to be in this position, the letter box will need to meet the required fire-resistant standard as if fitted to a door.

- Net Curtains and other window shades, blinds or curtains not provided by Trident Group will NOT be acceptable in communal areas.

- Trident Group do not allow mobility/electric scooters, e-bikes, and similar devices to be stored or charged in communal areas of any building it manages
https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/Protection/09062018_NFCC_Mobility_Scooter_Guidance_Final.pdf
- Bicycles, prams, pushchairs, and related items will NOT normally be permitted to be stored or located within the internal communal parts of the scheme unless there is a purpose built secure, cupboard or an area capable of storage without causing obstruction.
- Recycling receptacles, rubbish bins, etc. are NOT permitted to be stored or located within the internal communal parts of the scheme unless this is within a purpose-built area.
- Security grills and gates must not be installed in front or behind of Trident Group resident's front doors. These can delay escape and delay rescue by the fire service in an emergency. Additionally, damage to decorations/wall structure during installation may cause a breach in compartmentalisation of the flat itself.
- You must not place decorations on flat front doors or within communal landings, lobby, and stairwell areas, i.e., tinsel, electrical fairy lights. Many of these items are highly flammable. Items to be displayed in common rooms must be with the permission of the Sheltered Support Service.
- Internal drying areas are to be used for the temporary drying of washing only and these areas must be always secured. No other items must be stored or held in these areas. If residents do not use the drying area these areas should remain free of any combustibles and secure.
- Any other object or item that obstructs or creates trip hazards in any walkway, stair or corridor is NOT acceptable.
- Any item that presents a significant fire hazard or additional fire loading is NOT acceptable.

Rubbish

There are weekly refuse collections and fortnightly pick-ups of recycled waste.

The below points should be strictly applied:

- No leaving of refuse/bags/recycling outside of flat doors – take rubbish down to bin Waste Area and dispose of appropriately
- If your High-Rise Building has a balcony area adjoining your flat, it is not to be used to store and accumulate rubbish, flammable items etc – Trident Group Housing will manage this if there are any hazards or risks that arise from such actions
- No leaving of rubbish in communal areas
- All routes, walkways, landings, corridors and exits to be kept sterile and free of any combustible / flammable materials

- Electrical & service cupboards should remain sterile e.g., must not be used for storing items, equipment, or papers

Where items have been identified which cause a hazard to people using or living within the High Rise Building Then Trident Group will take action to remove these items.

Resident Home Safety Handbook **include the following re tenant responsibilities:**

Section 8 As a landlord, we have a responsibility for making sure all communal areas comply with fire safety regulations

To make your communal areas as safe as possible, it is important that they are not used as areas for storage of personal possessions or used as a place to leave unwanted goods. Here are just a few examples of items that are not allowed to be stored in communal area

- pushchairs
- bikes
- shopping trolleys
- ladders
- decorating/cleaning equipment
- furniture
- electrical items
- rubbish

Oxygen Users

Residents are informed at the point of letting that they must inform Trident Group if they use oxygen equipment for medical reasons. During the tenancy period tenants are informed that they must inform us if needs change and necessitate the use of oxygen.

3.5. Fire Precautions

To minimise the risk from any fire that may occur within Trident Group High Rise Buildings and to ensure safe evacuation, the following fire precautions are in place:

Passive Fire Precautions:

- Compartmentation minimises the likelihood of fire spreading and should be checked thoroughly:
- from a flat to the escape routes (common parts)

- from flat to flat
- beyond communal rooms and facilities, such as plant rooms and bin stores
- via concealed voids, including external wall cavities
- via common service risers and ducts
- via rubbish chutes
- via lifts
- from other occupancies where the block is part of a mixed-use development as some flats do contain commercial premises within the ground floor.
- Daily Block Inspections and monthly audits are conducted to check that compartmentalisation is not breached in communal areas. In addition, Capital and Repair & Maintenance works are subject to audit to ensure any breaches in compartmentation are appropriately filled and is managed by the respective capital and Maintenance teams. Ensure all repairs are to be conducted in compliance with industry standard and against statutory duties where necessary (ADB regulation 3 and 4).
- Any construction works in the domestic flats requires fire stopping is carried out. Our contractual agreements and building regulation requirements with our Contractors require them to undertake these works where necessary. Trident Group audits of repairs and capital works.
- Lift maintenance every six-months ensures that the lift shaft compartment has not been damaged to any significant extent that would allow the passage of fire or smoke. Lift engineers make monthly visits to ensure safe operation of plant.

Fire Doors

- Following the Inquiry into the Grenfell Tower tragedy, the Phase 1 report noted, “Fire doors play an essential role in preventing or inhibiting the spread of smoke and toxic gases and in preserving the effective compartmentation of buildings.”
- As part of the new Fire Safety Regulations (England) 2022 and following the Inquiry, there will now be significant changes to fire door regulations.

The new legislation states that:

- Accountable Person must undertake quarterly checks of all fire doors (including self-closing devices) in the common parts.
- Accountable Person must undertake – on a best endeavour basis – annual checks of all flat entrance doors (including self-closing devices) that lead onto a building’s common parts.
- Fire doors throughout the communal areas are provided to help prevent the spread of smoke and fire and must be kept closed
- The Trident Group Estate Based Staff daily (Monday to Friday) check fire doors to ensure they are operating correctly and are not damaged. Housing Officer monthly conduct a full inspection of the block. Daily High-Rise Buildings Inspections are

conducted to check that compartmentalisation is not breached by ensuring all communal fire doors remain in place as well as closing. Where repairs are identified these are progressed through Trident Group Maintenance.

- Fire Doors should NOT be propped open, tampered with, or compromised in any way, i.e., materials affixed to frame/door to prevent banging noises or modifications which will breach the door. Any door hardware replaced meet current standards.
- All flat doors that open onto the means of escape route were installed as 30-minute fire doors over the past 10 years. Due to the performance issues with GRP composite 30-minute fire doors across the market, Trident Group has committed resources to replace flat front doors across all High- and Low-rise Buildings to the Q Mark standard
- In response to MCHLG Advice Note 16 all fire doors, including their closers, should be routinely checked, or inspected by a suitably qualified professional thereby Trident Group will commit a yearly maintenance programme for annual checks.

External Cladding Systems

- Trident has undertaken a comprehensive review of all its properties, in particular those subject to recent building refurbishment or with external cladding. We can confirm that no concerns have been identified by our building surveyors nor do any of our properties have external cladding similar to that of Grenfell Tower (i.e., Aluminium Composite Material).

Signage

- Appropriate fire safety signage is displayed throughout High-Low Rise Buildings indicating the fire exit/s and fire action notice information.
- Fire Safety (England) Regulations 2022 mandates the installation of Wayfinding Signage in all high-rise residential buildings (18m in height or 7 storeys) in England as a legal requirement
- Wayfinding Signage is visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant High-Rise Buildings, we have installed wayfinding signage in Trident Group High Rise Buildings

Emergency Evacuation Routes & Fire Exits

- To ensure safe evacuation the routes must always be kept free of flammable materials and obstructions. This information is detailed in Conditions of Tenancy and Fire procedure Notices in high- and low-rise Buildings.
- All exits must be kept free of all obstructions, both inside and out, and be available for use when required.
- Fire exits to be inspected daily (Monday to Friday) by the Trident Group Estate Based Staff to ensure they are clear and operating correctly. Fire exits will not be left open to ensure that security of the building is maintained, nor shall fire exits be used by the occupants of the building as a main entrance/exit to the building. In High Rise Buildings of flats daily inspections (Monday to Friday) will be conducted to identify and deal with such issues.

Fire Stopping

Service/electrical cupboards, within the communal areas, are kept locked and always secured. These areas are checked daily (Monday to Friday) by Trident Group estates teams and during planned works.

Contractors working on any High-Rise Buildings should avoid penetrating walls, ceiling, or floor slabs for passing through cable, pipes, or conduits, where this is unavoidable the contractor will ensure that the penetration is sealed, and fire stopped adequately and where necessary with intumescent fillers. This must be agreed with Trident Group Technical Services

General Information

Although every effort will be made to ensure that fire safety standards are maintained in Trident Group High-Low Rise Buildings this can only effectively be achieved with the cooperation of the workforce and tenants. Deficiencies with any of the fire precautions should be reported to Trident Group Technical Services.

Active Fire Precautions:

Fire Extinguishers

Fire extinguishers are positioned in boiler / lift rooms and are not for use by the residents or the public. They should not be removed from their designated location. The extinguishers are maintained and tested yearly. Extinguishers are also placed in workplace areas such as estate offices and caretaker relief rooms. Additionally, appropriate extinguishers are in sheltered scheme common rooms, kitchens, and laundry areas.

Smoke Detectors/Carbon Monoxide Alarms

The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 came into force on 1st October 2022. From that date, all social landlords must:

- Ensure at least one smoke alarm is equipped on each storey of their homes where there is a room used as living accommodation. This has been a legal requirement in the private rented sector since 2015.
- Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).
- Ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.

All flats are fitted with smoke detectors – in the main mains linked smoke alarms. Gas servicing engineers will conduct an annual check on the Smoke Detectors as part of the gas servicing programme; a separate programme will pick up properties that do not have individual gas boilers. Since July 2022, the Gas Service Coordinator has begun a 1-year programme to install Carbon Monoxide alarms which will be tested annually along with the smoke detectors.

Smoke detectors are not installed in communal areas, where fire risk assessments have determined a low level of risk (i.e., no combustible material or ignition sources should be found in communal areas). In addition, there is a high probability of vandalism in communal areas. If smoke detectors are fitted, it introduces a further risk in that tenants will be relying on smoke detectors which are likely to be damaged through vandalism.

Manual/Automatic Smoke Ventilation Systems

Where fitted these systems will either open automatically or can be manually overridden on the ground floor by the Fire Service in the event of an emergency. These are maintained by Trident Contractors on a servicing programme annually.

Dry/Wet Risers – High rise flats only

Dry risers are positioned and secured on each floor within the block. The riser is located within a dry riser cupboard to prevent theft of the valve, using a 417n key (Fire Service approved). The risers are tested, maintained, and serviced on a regular basis by Trident Contractors under the services programme.

Emergency Lighting

Emergency lighting is installed in High -Low Rise Buildings in communal and workplace areas. Trident Group servicing programme will ensure emergency lighting is serviced and maintained and service certificates uploaded to Shared Point

Lightning Protection systems for high rises.

There are lightning protection rods at each high-rise block that are checked daily - ground level (Monday to Friday) by Estates Caretaking staff to ensure the rods are not damaged and monthly (roof level) by Neighbourhood and Area Neighbourhood Caretakers. These are then inspected annually by Trident Contractors under servicing arrangements.

Sprinklers

Bin rooms are fitted with smoke detection and sprinkler systems which are maintained on a three-monthly basis by Trident Group Contractors through servicing programme

Hydrants

All High-Rise Buildings have a fire hydrant near the block, and these are checked by Trident Group contractors.

Lifts

We inform tenants on the Fire Procedure Notice on each floor that they MUST not use lifts in the event of fire. Lifts are subject to regular servicing as per statutory requirements.

Smoking

Trident Group operates a no smoking policy in all communal areas of a building. In accordance with the Health Act 2006 and the Smoke Free (Premises and Enforcement) Regulations 2006.

Other Statutory/Non-Statutory Provision

Electricity

The electrical installation to the communal parts of the building is checked every five years in accordance with the guidance provided by the Institute of Electrical Engineers.

Portable Appliance Testing

Any portable appliances provided in sheltered communal facilities or estate-based offices are subject to annual PAT tests. Visual inspections through the year by staff.

White goods

There are around sixty severe fires a week within the UK caused by white goods such as washing machines, dryers, fridges, freezers, dish washers etc. Where Trident Group provides white goods (hostels, caretaker relief areas and sheltered accommodation) these are procured via our corporate procurement processes and meet all current standards and are maintained as per manufacturers guidance.

Gas (include CO alarm installation requirements)

Trident Group Contractor annually service heating systems to ensure that it is safe and does not pose a fire risk. This visit also involves a check of the smoke alarm and CO alarm installation.

Door entry systems

- Door entry systems are provided on each High-Rise Building and low-rise premises. Trident Group Contractors annually service these. These systems prevent unauthorised access to high- and low-rise Buildings.
- All High-Rise Buildings are fitted with an emergency fireman's operating switch and the key for this is contained in an Emergency Key Box fitted by the main access door. The Fireman's Operating Switch is checked annually by Trident Group Contractors and WMFS also check as part of their Site-Specific Risk Identification.

3.6. Fire Procedures

Stay Put Advice

- The guidance to 'stay put,' unless your flat is being affected by fire or smoke, is based on the fire protection measures and controls provided in the building and the walls and doors of each flat. This is in addition to the National Fire Chief Councils advice published on stay put guidance.
- Trident Group offer Stay Put advice to their residents in High Rise Buildings due to the passive and active fire protection measures, which advises residents are often safer to remain in their flats unless their flat becomes affected by smoke or fire or are directed by the Emergency Services to leave. The Stay Put advice applies to all residents and visitors.

- The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere. Providing that the integrity of the front door to each individual flat is maintained and not compromised in any way, a potential fire within a flat will act as a sealed fire compartment. The flat should contain a fire for up to 30 minutes with the fire doors and concrete walls resisting before spreading into the common parts of the block. In addition, residents in other flats will have 1 hour protection when their own front door is taken into consideration.

Communal Areas, Offices and Homeless Centres have a Simultaneous Evacuation Procedure in place.

3.7. Partnerships

- Trident Group work closely with West Midlands Fire & Rescue Service.
- WMFS conduct Safe and Well visits to residents on our behalf. These are offered at point of letting or through annual review with the Older Peoples Support Service or at any time there is a concern of residents' safety.
- Jointly produce residents' safety information
- Awareness campaigns for our residents

3.8. Vulnerable People

In Sheltered Schemes a weekly log is maintained by the Services for Older People Support Officers regarding resident's vulnerability and key information that would affect means of escape. This is placed inside the Premises Information Box.

WMFS conduct Safe and Well visits and can provide where identified specific equipment as part of their overall strategy to identify vulnerable people in the West Midlands region. Equipment can include fireproof bedding, mobile sprinklers, vibrating alarms etc.

Aids & Adaptations are carried out to tenant's properties which will include level access showers, stair-lifts, step-lifts, through floor lifts which are recommended by Occupational Therapists.

Provision for emergency evacuation plan for all residents whose ability to self-evacuate may be compromised. The (Personal Emergency Evacuation Plan) PEEP regulatory requirement is currently under consultation.

3.9. Publicising the Policy

Trident Group publicises its policies and procedures to residents and staff in several ways:

- Building Safety Manager Engagement sessions
- Tenants Handbooks
- Conditions of Tenancy, Licence Agreements and Leaseholder Agreements
- Trident Group Website
- Noticeboards.

3.10. Review of the Policy

This policy will be reviewed and amended periodically to ensure that it meets the needs of the Trident Group and its residents.

4. Approved Control

Approval Control:

Version Number:	Date:	Review Completed by	Approved By	Approved Date
V4	27/08/24	Attel Oliver Safety and Compliance Manager	Director of Property Services	