

Fire Safety Policy and Procedures

Introduction

Statutory responsibilities are set out in the Regulatory Reform (Fire safety) Order 2005 updated in 2023.

FPMG places the highest priority of the safety of its residents and is therefore committed to meet or exceed legal fire safety standards.

We have published advice to residents in our leaflet entitled 'Fire Safety Advice'.

Responsibilities

Responsibility for fire safety at Falcon Point is shared between the Council and the TMO, FPMG.

The Council carries out regular fire safety inspections and advises the TMO when it identifies any issues that require action by the TMO as the manager of the property.

The Council is responsible for periodic electrical checks in tenanted properties, maintaining communal emergency lighting systems in the staircases and the garage area and the dry riser system.

The Council is responsible for gas safety checks in tenanted properties.

TMO Responsibilities and Procedures

1. Fire inspections

The TMO is responsible for taking action on matters identified by the council's fire safety inspector. These are communicated through the Council's APEX system. The Estate Manager will check on a monthly basis that all matters notified by the Council have been actioned appropriately within the priority times given.

2. Communal areas.

The Estate Manager carries out fire safety inspections on a monthly basis to record compliance with fire safety standards in communal areas and to mitigate risks. These inspections are documented on a paper file and they cover:

- ensuring that all communal fire doors are operating properly, that door closers are in working order and that doors are not wedged open. These include the two communal fire doors on every level of every block, the block entrance doors and the fire doors providing access to the refuse storage rooms.
- that communal areas are clear of flammable or obstructive items or materials
- that bulky items are removed in a timely fashion and stored in the TMO's store
- that refuse areas are maintained in good order
- that electrical intake cupboard doors are kept locked shut and not used for storage
- that fuse boards and similar electrical equipment is secure

- that block entrance doors are secure to prevent access by unauthorised persons
- that doors providing access to lift motor rooms, communal tank rooms and roof areas are kept locked shut
- that any hazards in the communal areas are identified and resolved
- that compartmentalisation between flats or between flats and communal areas is not breached
- that janitorial supplies or equipment used by cleaning / caretaking contractors are stored safely

3. Balconies

The Estate Manager will carry out routine visual checks on flat balconies (from the roof and/or from the ground) to ensure that balconies are not piled with items or material that could allow fire to spread from one flat to another.

4. Lifts

The Estate Manager will action any recommendations arising from lift inspections including the need to ensure residents are aware that they should not use lifts in case of fire and that fire controls are operational.

5. Tenanted properties

Council-owned properties are provided with smoke and heat alarms and fire resistant front doors. On repair or void inspections the Estate Manager will ensure that any broken alarms are repaired or replaced and that flat front entrance doors are operating correctly, that letter flaps are fire-proof and door closers functioning correctly as designed.

6. New tenants

New tenants are briefed on the importance of fire safety and provided with the bespoke fire safety leaflet.

7. The Office

The TMO is responsible for fire safety issues in the office at 56 Hopton Street. The Estate Manager will ensure regular fire risk assessments are carried out and outcomes actioned.

This policy is to be reviewed annually and next by April 2025