

# Ongo Group Fire Management Strategic Framework

April 2024

Lead Officer: Building Compliance Manager

<b><u>Version No.</u></b>	<b><u>Purpose/Changes</u></b>	<b><u>Approval Date</u></b>	<b><u>Approved By</u></b>	<b><u>Suggested Review Date</u></b>
3.0	Annual review	16/04/2024	ELT	April 2025
2.0	Health Check	December 2021	ELT	October 2024
1.0	New Document	December 2020	ELT	December 2021

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## **1. Overview**

- 1.1 Ongo Group recognises its duty to comply with The Regulatory Reform (Fire Safety) Order 2005, the Building Safety Act 2022, Fire Safety (England) Regulations 2022, the Fire Safety Act 2021, the Social Housing (Regulation) Act 2023 and all other relevant legislation and guidance. It is the objective of Ongo Group to ensure that the promotion of fire safety is a mutual objective for colleagues at all levels of the organisation and that they understand their duty to, so far as is reasonably practicable, identify fire hazards within their workplace, assets and stock and to report concerns, to reduce or control them and implement measures to eliminate.
- 1.2 This management document applies to all areas of the Ongo group including Ongo Roofing Ltd. (trading as Ashbridge Roofing Solutions) Ongo Heating & Plumbing Ltd. (trading as Hales & Coultas) and Ongo Recruitment.
- 1.3 **Ongo Group will aim to ensure that:**
- Adequate resources are available to maintain standards in fire safety
  - Fire risk assessments are carried out in all relevant premises and reviewed as and when necessary
  - Fire related training, instruction, information and supervision is provided to enable colleagues to perform their duties safely and efficiently
  - Procedures are in place to enable colleagues to work safely by assessing risks and implementing and monitoring controls
  - All tools, machinery, equipment, installations and systems are maintained in a safe condition
  - Fire related incidents are investigated in a timely manner to identify immediate, root and underlying causes and the measures required to reduce or eliminate the likelihood of recurrence
  - Fire safety performance continually improves
- 1.4 **All colleagues have a duty to co-operate with Fire Safety by:**
- Adhering to fire safety related training, instruction, information and supervision, including this document and any other relevant policies and procedures
  - Working safely, taking reasonable care
  - Not interfering with, misusing or wilfully damaging anything provided by Ongo Group in the interests of fire safety
  - Reporting incidents that have led to, or may lead to a fire
- 1.5 **To ensure that Fire Safety remains effective, Ongo Group will:**
- Review relevant policies and procedures at regular intervals, when significant changes are made to fire safety legislation or guidance or when related policies and procedures are amended
  - Present any changes to the relevant body (Board/ELT/HoST) for approval
  - Communicate any amendments to colleagues
  - Communicate any relevant fire safety information to contractors working on Ongo's behalf

## 2. **Scope**

- 2.1 The additional fire safety policies and procedures detail how Ongo Group will manage fire safety in its premises and during work activities in order to comply with the Regulatory Reform (Fire Safety) Order 2005, the Building Safety Act 2022, Fire Safety (England) Regulations 2022 and the Fire Safety Act 2021 and other relevant legislation and guidance. The ultimate aim of the policies and procedures are to preserve life in the event of a fire by:
- Ensuring that tenants, colleagues, members of the public and contractors are safely evacuated from a building in the event of a fire
  - Enhance the life safety of fire fighters who may need to enter a building during or after the evacuation of occupants
- 2.2 The protection of property will be dealt with on an individual property basis and, where necessary, appropriate property protection bodies will be consulted.
- 2.3 This Ongo Group Fire Management document has considered and works in line with other relevant Ongo Group policies and procedures.

## 3. **Accountability and Responsibility**

- 3.1 In order to ensure that the objectives of fire safety are fulfilled, the organisational arrangements are as follows:

<b>Roles</b>	<b>Responsibility</b>
<b>The Board</b>	The Board is responsible for monitoring compliance with Fire Safety. In order to achieve this, the Board will review key compliance information. The Group Audit and Risk Committee will provide the Board with additional assurance, received from compliance and internal audits
<b>Chief Executive</b>	The Chief Executive is deemed to be the responsible person. He is ultimately accountable for the implementation of fire safety policies and procedures at all levels of the organisation and the provision of adequate human and financial resources to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 the Building Safety Act 2022, Fire Safety (England) Regulations 2022 and the Fire Safety Act 2021 and other relevant legislation and guidance
<b>Executive Leadership Team</b>	The Executive Leadership Team will ensure that this management document is implemented within their directorates. They will also ensure that adequate resources are available to meet the requirements of fire safety legislation and guidance and that all liability (embracing statutory and business needs) is covered by insurance.
<b>Health and Safety Team</b>	Ongo's Health and Safety Team is responsible for providing guidance to colleagues to ensure that the requirements of this Policy are implemented at all levels of the organisation and will: <ul style="list-style-type: none"><li>• Respond to any reported fire safety related concerns from colleagues at all levels of the organisation in conjunction with the</li></ul>

Roles	Responsibility
	<p>Building Compliance Team to ensure appropriate action is taken and that they are monitored and reviewed</p> <ul style="list-style-type: none"> <li>• Ensure Fire Wardens are suitably trained and suitable records are retained</li> <li>• Ensure fire safety related incidents reported via the intranet report it route are investigated to identify the immediate root and underlying causes and, where possible, implement measures to prevent recurrence</li> <li>• Report to the Board and Group Audit and Risk Committee to provide assurance on the overall effectiveness of controls</li> </ul>
<p><b>Building Compliance Team</b></p>	<ul style="list-style-type: none"> <li>• Publicise this policy via Core Brief and any other internal communications deemed appropriate</li> <li>• Ensure that all fire risk assessments are carried out as required, reviewed at regular intervals and distributed to relevant persons.</li> <li>• Consider recommendations identified within fire risk assessments, allocate related identified actions to the relevant persons and identify a timescale for completion</li> <li>• Liaise with enforcing authorities (such as fire authorities)</li> <li>• Liaise with all stakeholders</li> <li>• Regular audits of fire safety checks, documentation and records are carried out and these audits are recorded and any requirements acted upon</li> <li>• Responsible for the management of fire safety systems, equipment and installations and will ensure that these are serviced and kept in a good working order to the required standards using competent and suitably qualified contractors</li> <li>• Appropriate records are kept of the servicing and maintenance of fire safety systems, equipment and installations and internal systems, are updated with the relevant details.</li> <li>• All statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept in accordance with relevant legislation</li> <li>• Ensure appointed contractors responsible for any servicing, repair or instillation of fire safety systems are competent, suitably qualified and can demonstrate their ability to meet all statutory requirements relating to fire safety.</li> <li>• Provide residents with fire safety guidance in relation to the action to take in response to a fire</li> <li>• Provide information to residents in relation to fire doors</li> <li>• Provide building plans (currently High Rise only) both electronically and hard copy</li> <li>• Ensure clear wayfinder signage is present (currently High Rise only)</li> </ul>

Roles	Responsibility
	<ul style="list-style-type: none"> <li>Update local Fire &amp; Rescue Service of any important information relating to fire safety systems</li> </ul>
<b>Investment and Projects Team</b>	<p>Are responsible for managing all fire safety maintenance works and will ensure that:</p> <ul style="list-style-type: none"> <li>Contractors appointed are competent, suitably qualified and can demonstrate their ability to meet all statutory requirements</li> <li>All fire safety works are adequately monitored, controlled and post inspected by them</li> <li>Fire safety works are completed in a timely manner and prioritised based on risk</li> <li>Records are kept with details of the fire safety works completed and the internal systems are updated with relevant details</li> </ul>
<b>Property, Communities, Resources &amp; Commercial Services and Corporate &amp; Compliance</b>	<p>Heads of Service from the above directorates will ensure that this management document is implemented within their teams. They will also ensure that adequate resources are available to meet the requirements of fire safety legislation and guidance and that all liability (embracing statutory and business needs) is covered by insurance.</p> <p>For premises under their control the above mentioned, will ensure that:</p> <ul style="list-style-type: none"> <li>Fire safety checks are completed within the appropriate timescale, recorded and action taken in a timely manner where defects are found</li> <li>Fire safety documentation and records are kept up-to-date and readily available for audit purposes</li> <li>Fire safety information and evacuation procedures are relayed to all occupants and Personal Emergency Evacuation Plans (PEEPs) are completed when required and any on site PIB's are kept up to date with that information</li> <li>Seek appropriate advice from Building Compliance Team and/or Health and Safety Team in order to respond to fire safety related concerns and make sure action is taken</li> <li>Report all fire safety accidents and near misses to the Health and Safety Team via the report it function on the intranet.</li> </ul>
<b>Managers at all levels of the organisation</b>	<p>Lead by example, making sure that all colleagues under their management are familiar with this document and encouraged to be fire safety conscious:</p> <ul style="list-style-type: none"> <li>Responsibility for the implementation of any relevant policy is properly assigned, accepted and understood by colleagues under their management</li> <li>Adequate resources are available to meet the requirements of any relevant policy</li> <li>All new colleagues complete the required induction training, to include site and job specific fire safety information, including evacuation procedures, any fire hazards and controls from the onset of their role</li> </ul>

Roles	Responsibility
	<ul style="list-style-type: none"> <li>• Colleagues under their management attend/complete fire safety related training as and when required</li> <li>• Managers to bring this policy to the attention of colleagues within their team</li> <li>• Guidance on how any fire incidents and/or concerns are reported and escalated to the relevant persons</li> <li>• Report a major change in the structure of a property, a change in the needs of the occupier(s) or a change in use of a property, to the Building Compliance Team, so they can action a new fire risk assessment as required and also any other related action.</li> <li>• Ensure actions identified within fire risk assessments and allocated to colleagues under their management are completed within the defined timescales</li> <li>• Colleagues under their management who control premises and/or equipment manage them safely and in line with relevant policies and procedures</li> <li>• All property acquisitions are reported to the Asset Manager, Building Compliance Team and Health &amp; Safety Team</li> </ul>
<p><b>Colleagues at all levels of the organisation</b></p>	<p>All colleagues have a duty of care to themselves, their colleagues, contractors, customers, visitors and members of the public. Any work situation that represents a serious, immediate or long term danger to fire safety should be reported to their manager as soon as possible. Colleagues are therefore required to:</p> <ul style="list-style-type: none"> <li>• Liaise with the Building Compliance Team and/or the Health and Safety Team for guidance in relation to fire safety related matters</li> <li>• Attend fire safety training courses as and when required</li> <li>• Report all fire incidents and near misses to the Health and Safety Team using the 'Report It!' tab on the intranet, as soon as practicably possible</li> <li>• Contribute and co-operate with Ongo Group on matters of fire safety</li> <li>• Not interfere, tamper or misuse any items provided for fire safety</li> <li>• Refrain from using, and report, any defective or damaged tools, machinery, systems or equipment</li> <li>• Use safe systems of work for tasks relating to electricity, gas installations, the handling of chemicals, the use of dangerous equipment and any other activities that present a significant risk to fire safety</li> </ul>

### 3.2 Health and Safety Forums

3.2.1 The Health and Safety Forums are attended by representatives from various areas of the workforce including the Health & Safety Team. They are split into three forums which are Customer Facing, Office Based and Commercial & Trades. All of these are led by the Director for the individual services areas. Meetings should take

place on a frequent basis and will review any specific fire related topics as required. Minutes of meetings will be distributed to all attendees and would be made available on request.

### 3.3 Residents Building Safety Group

3.3.1 The Residents Building Safety group is attended by representatives from various areas of the business as well as tenant representatives. Meetings should take place on a regular basis and will review any fire related topics as required. Minutes of meetings will be distributed to all attendees and would be made available on request.

## 4. Property Management

4.1 In order to comply with the Regulatory Reform (Fire Safety) Order 2005 and associated guidance, premises with internal common parts have been split into three distinct property categories, which reflect how fire safety will be managed. The three categories are:

Type	Description
Type one	Premises that are staffed, consisting of retirement living properties (including Extra Care), supported properties, tower blocks, offices, depots and community centres.
Type two	Premises that are not staffed, consisting of general needs properties consisting of two or more residential units such as low and high rise blocks of flats, retirement living, supported housing
Type three	Premises with managing agents (not applicable to Ongo currently)

### 4.2 Type One

4.2.1 Type one premises will be managed using the following procedure:

- Fire risk assessments will be conducted by a competent and suitably qualified fire risk assessor on a regular basis and will identify fire hazards and persons at risk and evaluate these risks to eliminate, reduce or control them
- All significant findings within fire risk assessments will be prioritised for completion based on the risk rating. All recommendations will be considered for implementation
- Residents and Staff will be provided with fire safety guidance in relation to the action to take in response to a fire and how to reduce the risk of a fire occurring
- Checks of means of escape, fire safety installations, systems and equipment will be carried out by site-based colleagues and recorded in site specific fire safety management files and/or mobile working systems
- Testing, servicing and maintenance of fire safety installations, systems and equipment will be carried out by competent and suitably qualified colleagues or contractors in accordance with relevant legislation/guidance and in line with Ongo Groups' Inspection & Testing Policy
- Provide information to residents in relation to fire doors

- Carry out Fire Drills annually, reporting any further learning
- Provide site staff with required Fire Warden Training and ensure Fire Wardens are present during working hours
- Provide building plans (currently High Rise only)
- Clear fire exit signage
- Ensure wayfinder signage is present (currently High Rise only)

#### 4.3 **Type Two**

##### 4.3.1 Type two premises will be managed using the following procedure:

- Fire risk assessments will be conducted by a competent and suitably qualified fire risk assessor on a regular basis and will identify fire hazards and persons at risk and evaluate these risks to eliminate, reduce or control them
- All significant findings within fire risk assessments will be prioritised for completion based on the risk rating. All recommendations will be considered for implementation
- Residents will be provided with fire safety guidance in relation to the action to take in response to a fire and how to reduce the risk of a fire occurring
- Checks of means of escape, fire safety installations, systems and equipment will be carried out by on site colleagues and recorded in a site specific fire safety management file and/or mobile working system
- Testing, servicing and maintenance of fire safety installations, systems and equipment will be carried out by competent and suitably qualified colleagues or contractors in accordance with relevant legislation/guidance and in line with the Ongo Groups' Inspection & Testing Policy
- Provide information to residents in relation to fire doors
- Provide information to residents in relation to fire evacuation
- Carry out Fire Drills annually, reporting any further learning
- Provide building plans (High Rise only)
- Clear fire exit signage
- Ensure way finder signage is present (High Rise only)

#### 4.4 **Type Three** (not currently applicable to Ongo as we manage our own buildings)

##### 4.4.1 Type three premises will be managed using the following procedure:

- Fire risk assessments will be conducted by a competent and suitably qualified fire risk assessor on a regular basis and will identify fire hazards and persons at risk and evaluate the risks to eliminate, reduce or control them
- All significant findings within fire risk assessments relating to the fabric of the building will be prioritised for completion based on the risk rating. All recommendations relating to the fabric of the building will be considered for implementation
- All significant findings and recommendations within fire risk assessments relating to the management of the building will be referred to the managing agent for action
- Regular audits will be undertaken to ensure that checks of means of escape, fire safety installations, systems and equipment are being carried out and recorded by the managing agent



- Fire safety advice and support will be provided to managing agents as and when necessary
- Testing, servicing and maintenance of fire safety installations, systems and equipment will be carried out by competent and suitably qualified colleagues or contractors in accordance with relevant legislation/guidance

## **5. Training**

5.1 Role specific training and instruction will be delivered and refreshed to colleagues within the Ongo Group. Colleagues to ensure fire safety standards are maintained and improved. All new colleagues will receive Fire Safety Awareness Training (e-learn) as part of their induction plus a briefing from their Managers in relation to any relevant site specific information. Records of this training will be retained by the People & Culture Team.

### **5.2 Fire Wardens**

5.2.1 Training will be delivered by a qualified and competent provider to enable fire wardens to carry out their role safely and effectively and kept up to date. Training will be arranged by the Health and Safety Team and records of this training will be retained.

## **6. Additional documentation**

6.1 This document should be read in conjunction with: -

- Fire Safety Procedures for High rise, Low rise blocks of flats, Retirement Living, Homeless Team properties, Communities Fire Safety Procedure, Commercial Fire Safety Procedure, Fire Management Procedure Myos House, Homeless Service Monthly Inspection Procedure
- Ongo Inspection and Testing Policy
- Tenancy Management Policy and Procedure
- Neighbourhood Management Policy and Procedure
- Mobility Scooter Policy and Procedure
- Communal areas procedure
- Fire alarm testing procedure
- H&S Policy
- Risk Management Framework

## **7. We'll look at this again...**

7.1 This document will be reviewed annually or sooner if there are any legislative or regulatory changes.