

APPENDICES

- Appendix 1 - fire risk assessment
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- Appendix 3 - items to be included in a planned maintenance schedule
- Appendix 4 - emergency planning
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These appendices show in detail who is responsible for implementing fire safety tasks at Nottingham City Homes.

These “responsible people” are not expected to carry out each task themselves, but to ensure that they are delegated to suitable employees or contractors, and to make sure that the tasks are carried out effectively and on time.

Responsible persons must make sure that tasks are only delegated to people who have the training, knowledge and time to carry them out effectively.

NOTTINGHAM CITY HOMES

Fire Safety Policy - appendix 1 - FIRE RISK ASSESSMENT

Responsibility for carrying out and reviewing fire risk assessments is as follows:

1. Building Specific Assessments

a. Workplaces

Workplace	Responsibility for original assessment	Review period	Responsibility for review
14 Hounds Gate	Head of Health & Safety	24 months	Facilities Manager
Harvey Road	Head of Health & Safety	24 months	Facilities Manager
Beechdale Road	Head of Health & Safety	24 months	Facilities Manager
Highwood House	Head of Health & Safety	24 months	Hostel Manager
Nottingham on Call	Head of Health & Safety	24 months	Nottingham on Call Manager
Repairs Contact Centre	Head of Health & Safety	24 months	Service Manager Contact Centre
Area Housing Offices	Head of Health & Safety	24 months	Area Housing Manager
Pine View	Head of Health & Safety	24 months	Estate & Caretaker Service Manager

b. Residential buildings

Building type	Responsibility for original assessment	Review period	Responsibility for review
High rise ¹ buildings	Asset Data Manager	24 months	Area Housing Manager
High rise ¹ sheltered scheme	Asset Data Manager	24 months	Sheltered Housing Manager
Low rise sheltered scheme	Asset Data Manager	24 months	Sheltered Housing Patch Manager
Low rise general purpose flats ²	Asset Data Manager	24 months	Housing Patch Manager

¹ buildings over 6 storeys high.

² buildings with shared circulation areas where an NCH Caretaker service is provided

2. Generic Risk Assessments

a. Workplaces

Workplace	Responsibility for original assessment	Review period	Responsibility for review
Caretaker rooms	Head of Health & Safety	24 months	Estate & Caretaker Service Manager

b. Residential buildings

Building type	Responsibility for original assessment	Review period	Responsibility for review
Other flats ³	Head of Health & Safety	24 months	AD Tenancy & Estate Management
Other dwellings	Head of Health & Safety	24 months	AD Tenancy & Estate Management
Void properties	Head of Health & Safety	24 months	Head of Repairs & Maintenance

³ buildings containing flats not served by an NCH Caretaker service

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Fire Safety Policy - appendix 2 - INSPECTION AND TEST OF FIRE PREVENTION, PROTECTION AND ESCAPE EQUIPMENT

a. Workplaces

		----- LOCATION -----								
ITEM	Freq.	Hounds Gate	Harvey Road	Beechdale Road	Housing Offices	Lift projects	Highwood House	NOC (incl. Fenton Ct)	RCC	Pine View (Flat 2)
<i>Routine Visual Checks</i>	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Fire escape routes Final exit doors Fire alarm panel	Daily ¹	Facilities Manager	Facilities Manager	Facilities Manager	Housing Manager	LIFT	Hostel Manager	Nottingham on Call Manager	Service Manager Contact Centre	Estate & Caretaker Service Manager
Fire alarm call points Smoke / heat detectors Emergency lighting Fire signs & notices Extinguishers / hoses Fire blankets Dry / wet risers Fire doors	Weekly	Facilities Manager	Facilities Manager	Facilities Manager	Housing Manager	LIFT	Hostel Manager	Nottingham on Call Manager	Service Manager Contact Centre	Estate & Caretaker Service Manager
<i>Routine User Tests</i>	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Fire alarm system Automatic door releases	Weekly	Facilities Manager	Facilities Manager	Facilities Manager	Housing Manager	LIFT	Hostel Manager	N/A	N/A	N/A
Sprinkler valve operation	Monthly	Facilities Manager	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Smoke detectors (individual)	Annual	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

¹ Excluding weekends and bank holidays.

² Housing Manager to ensure that safe and clear egress from building available for NCH employees & visitors.

b. Other buildings

		----- LOCATION -----				
ITEM	Freq.	High Rise ¹ (General)	High Rise ¹ (Sheltered)	Low Rise ² (General)	Low Rise (Sheltered)	Dwellings
<i>Routine Visual Checks</i>	-----	-----	-----	-----	-----	-----
Fire escape routes Final exit doors Security doors Fire alarm panel	Daily ³	Estate & Caretaker Service Manager	Estate & Caretaker Service Manager	N/A	Sheltered Housing Manager	N/A
Fire alarm call points Smoke / heat detectors Emergency lighting Fire signs & notices Extinguishers / hoses Fire blankets Dry / wet risers Fire doors	Weekly	Area Housing Manager	Sheltered Housing Manager	Estate & Caretaker Service Manager	Sheltered Housing Manager	N/A
<i>Routine User Tests</i>	-----	-----	-----	-----	-----	-----
Fire alarm system Automatic door releases	Weekly	Area Housing Manager	Sheltered Housing Manager	N/A	Sheltered Housing Manager	N/A
Sprinkler valve operation	6 Monthly	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	N/A	N/A	N/A
Smoke detectors (individual)	Annual	N/A	N/A	Service Manager Mechanical & Electrical Services	N/A	Service Manager Mechanical & Electrical Services
Lifeline system smoke detectors	Annual	N/A	N/A	Nottingham on Call Manager	Nottingham on Call Manager	Nottingham on Call Manager

¹ Buildings over 6 storeys high.

² Buildings with shared circulation areas where an NCH Caretaker service is provided.

There are no log books in these buildings. Checks are recorded on the Caretaker check sheets.

³ Excluding weekends and bank holidays

⁴ These checks include the daily check items.

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Fire Safety Policy - appendix 3 - ITEMS TO BE INCLUDED IN A PLANNED MAINTENANCE SCHEDULE

a. Workplaces

ITEM	Freq.	-----LOCATION-----								
		Hounds Gate	Harvey Road	Beechdale Road	Housing Offices	Lift projects	Highwood House	NOC (incl. Fenton Ct)	RCC	Pine View (Flat 2)
Service & Maintenance	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Fire alarm systems	Quarterly	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	LIFT	Service Manager Mechanical & Electrical Services	N/A	N/A	N/A
Emergency lighting	Quarterly 6 monthly Annual ¹	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	LIFT	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services
Fire extinguishers	Annual	Facilities Manager	Facilities Manager	Facilities Manager	Housing Manager	LIFT	Hostel Manager	Nottingham on Call Manager	Service Manager Contact Centre	Estate & Caretaker Service Manager
Fire hoses	Annual	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	LIFT	Service Manager Mechanical & Electrical Services	N/A	N/A	N/A
Sprinklers	Annual	Service Manager Mechanical & Electrical Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

¹ Depending on type of installation

b. Other buildings

ITEM	Freq.	----- LOCATION -----				
		High Rise (General)	High Rise (Sheltered)	Low Rise (General)	Low Rise (Sheltered)	Dwellings
Service & Maintenance	-----	-----	-----	-----	-----	-----
Fire alarm systems	Quarterly	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	N/A
Emergency lighting	Quarterly 6 monthly Annual ¹	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	N/A
Fire extinguishers	Annual	N/A	Sheltered Housing Manager	N/A	Sheltered Housing Manager	N/A
Fire hoses	Annual	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	N/A
Sprinklers	Annual	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	N/A	N/A	N/A
Dry / wet risers	Annual	Service Manager Mechanical & Electrical Services	Service Manager Mechanical & Electrical Services	N/A	N/A	N/A
Smoke detectors	Annual	N/A	N/A	N/A	N/A	Service Manager Mechanical & Electrical Services
Lifeline system smoke detectors	Annual	N/A	N/A	N/A	Nottingham on Call Manager	N/A

¹ Depending on type of installation

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Fire Safety Policy - appendix 4 - EMERGENCY PLANNING

Responsibility for preparing and reviewing emergency (fire) plans is as follows:

Type of building	Responsibility for original plan	Review period	Responsibility for review
Workplaces	Head of Health & Safety	24 months	Head of Health & Safety
Hostels	Head of Health & Safety	24 months	Head of Health & Safety
High Rise buildings	Head of Health & Safety	24 months	Head of Health & Safety
Sheltered schemes	Head of Health & Safety	24 months	Sheltered Housing Manager
Other buildings ¹	Head of Health & Safety	24 months	As identified in risk assessment

¹ buildings where the requirement for an emergency plan has been identified in the risk assessment

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Fire Safety Policy - appendix 5 - MONITORING AND AUDIT

Responsibility for monitoring / auditing tasks is as follows:

1. Workplaces

ITEM	Freq.	----- LOCATION -----								
		Hounds Gate	Harvey Road	Beechdale Road	Housing Offices	Lift projects	Highwood House	NOC (incl. Fenton Ct)	RCC	Pine View (Flat 2)
Audit	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Check logbook	Monthly	Facilities Manager	Facilities Manager	Facilities Manager	Housing Manager	N/A	Hostel Manager	Nottingham on Call Manager	Service Manager Contact Centre	Estate & Caretaker Service Manager
Management inspection ^a	Quarterly	Facilities Manager	Facilities Manager	Facilities Manager	Housing Manager	N/A	Hostel Manager	Nottingham on Call Manager	Service Manager Contact Centre	Estate & Caretaker Service Manager
Management inspection ^b	Annual	Facilities Manager	Facilities Manager	Facilities Manager	Area Housing Manager	N/A	Hostel Manager	Nottingham on Call Manager	Service Manager Contact Centre	Estate & Caretaker Service Manager

a these are combined health and safety and fire safety inspections carried out by the responsible person.

b these are combined health & safety and fire safety management inspections organised by the Health & Safety Team.

2. Other Buildings

ITEM	Freq.	----- LOCATION -----								
		High Rise ¹ (General)	High Rise ¹ (Sheltered)	Low Rise (General) ²	Low Rise (Sheltered)	Dwellings				
Audit	-----	-----	-----	-----	-----	-----				
Check logbook	Monthly	Estate & Caretaker Service Manager	Estate & Caretaker Service Manager	Estate & Caretaker Service Manager	Sheltered Housing Manager	N/A				
Management inspection ^a	Bi Monthly	Building Surveyor	Building Surveyor	N/A	Sheltered Housing Manager	N/A				
Management inspection ^b	Annual or 24 Months ³	Area Housing Manager	Sheltered Housing Manager	Area Housing Manager	Sheltered Housing Manager	N/A				

¹ buildings over 6 storeys high.

² buildings with shared circulation areas where an NCH Caretaker service is provided

No logbook is provided in these buildings; Monitoring Officers will check Caretaker daily work logs.

³ annual inspections in high rise buildings, 24 months elsewhere.

a these are combined health and safety and fire safety inspections carried out by the responsible person.

b these are combined health & safety and fire safety management inspections organised by the Health & Safety Team.

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Fire Safety Policy - appendix 6 - TRAINING REQUIREMENTS

Policy Section	Training Requirements	Posts identified as needing this training
FIRE RISK ASSESSMENT	Fire risk assessment training	Facilities Managers Service Managers (Repairs Contact Centre, NOC, Sheltered Housing, Highwood House) Area Housing Managers Housing managers Caretaker Service Manager & Monitoring Officers Housing Patch Managers Sheltered Housing Patch Managers Caretakers Assistant Director Tenancy & Estate Management Services Assistant Director Commercial Delivery
FIRE PREVENTION, PROTECTION AND ESCAPE EQUIPMENT	Routine inspection and testing	Caretakers Appointed Fire Wardens Sheltered Scheme Managers Housing Patch Managers Housing Managers (as appointed). Monitoring Officers Maintenance Managers
MAINTENANCE AND IMPROVEMENT WORKS	Repairing fire safety equipment	Appointed trades persons Maintenance Managers
EMERGENCY (FIRE) PROCEDURES	Emergency planning and review	Sheltered Scheme Managers
	Fire Warden training	As appointed
MONITORING AND AUDIT	Reviewing log books & Fire safety management inspections	Service Managers (Repairs Contact Centre, NOC, Sheltered Housing, Highwood House) Housing Managers (as appointed). Monitoring Officers Sheltered Housing Patch Managers Facilities Managers
TRAINING	Induction fire safety training	All new employees based in a permanent workplace
	General fire safety awareness training	All employees