



Fire Safety in Supported Living Policy

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1 Purpose

- 1.1.1 This Policy sets out how Briankind manages fire safety in the properties it owns and manages that are registered as “Supported Living” or “Home Care”. The policy covers shared houses and individual flats with shared communal areas. Briankind has a corporate fire safety procedure which should be read in conjunction with this policy.
- 1.1.2 Briankind is committed to fulfilling its fire safety obligations within its housing stock and will strive to reduce the risk of fire to as low a level as is reasonably practicable.
- 1.1.3 This policy sets out the guiding principles and arrangements about fire safety and fire risk management to achieve and maintain full compliance with its duties under The Regulatory Reform (Fire Safety) Order 2005 (“The RRO”) and The Housing Act 2004. These are summarised in section 5.
- 1.1.4 This Policy also takes account of the recommendations made in the “National Fire Chiefs Council Guide to Fire Safety in Specialised Housing” Legal requirements.

2 Scope

- 2.1.1 This policy will cover the following areas:
 - **Buildings** – explain how Briankind will ensure that the buildings it owns and manages meet fire safety standards.
 - **Equipment** – outline what fire safety equipment Briankind will provide within its premises and how it will ensure that this meets fire safety requirements.
 - **Fire Risk Assessments (FRA’s)** – specify who is responsible for carrying these out, how and when these will be carried out and how any recommendations from the FRA’s will be escalated and actioned.
 - **Fire safety audit** – specify what checks are undertaken for fire risk, with details of the frequency and reporting mechanism for these.
 - **Legal requirements** – outline the specific legislation that Briankind must follow in relation to fire safety.
 - **Tenants’ rights and obligations** – explain how Briankind will implement a person- centred approach to fire safety, both before and after a tenancy is granted.
 - **Training requirements** – are already clearly set out in Briankind’s Fire Safety Procedure. This policy will outline specific areas to look at for supported living accommodation.



- **Self-contained flats** - differences in management of fire risk in self contained flats with communal areas.
- **Support provider role** – explain Brainkind’s role and responsibilities in properties which have a Landlord, and Brainkind is the Support Provider.

3 Background

- 3.1.1 Most of the properties referred to in this policy are shared houses or bungalows and accommodate between two to eight people. Each tenant has their own bedroom and shares the rest of the house with the other occupants. A member of staff is usually required to be present on a 24-hour basis. Sleep-in accommodation is provided for the support workers, which means that the premises are classed as a workplace for the purposes of the RFO.
- 3.1.2 The tenants are responsible for furnishing their own bedrooms whilst Brainkind or Landlord will usually furnish the shared areas – see Furniture policy. Brainkind aims to provide housing that is comfortable and homely, just like any other domestic dwelling. This also means striking a balance to ensure compliance with fire safety legislation, whilst at the same time, protecting the tenants who live in the property and the employees who work there.
- 3.1.3 Brainkind will always try to retain a homely environment for tenants; but acknowledges that some fixtures and fittings that may be required to ensure compliance with fire safety legislation might not be aesthetically pleasing, nevertheless, they are essential to keep people safe.
- 3.1.4 In shared houses Brainkind operates a “simultaneous evacuation policy” – this means that staff will endeavour to evacuate the building in the event of a fire (as opposed to a stay put policy). This is in accordance with the fire risk assessment (FRA) for the building and the Personal Evacuation Plans (PEEPs). FRA’s and PEEP’s will be covered within this policy.
- 3.1.5 Brainkind does manage some self-contained flats with shared communal lounges, gardens, and staff areas. Any differences in how Brainkind manages fire safety for these types of property are set out in section 12 below.

4 Responsibilities

- 4.1.1 Brainkind’s corporate Fire Safety Procedure already sets out the responsibilities of Managers and staff. This policy provides a summary of key responsibilities within supported living.



4.2 Managers

- 4.2.1 **Regional Managers** - to support Area/Service Managers and feed back to SLT if any risks are identified in the accommodation relating to fire safety.
- 4.2.2 **Area Managers & Service Managers** – to support staff and feed back to Regional Managers if any risks are identified relating to fire safety in the accommodation. Also, to ensure that a person-centred approach is in place for all tenants so that specific fire risks for individuals are managed appropriately.
- 4.2.3 **Housing Services Manager** – to ensure fire safety responsibility matrix (Appendix A) is included in Service Level Agreements with landlords. Also, to confirm the “responsible person” in relation to fire safety at each property so that it is clear about who must undertake (and pay for) any fire safety work. To include the costs of fire safety work within the rent schedule where this is appropriate.
- 4.2.4 **Estates and Property Team** – to ensure all concerns raised by Operations, Health and Safety as well as FRA issues listed on Datix around fire safety at the property are dealt with and escalated appropriately. Also, to incorporate any identified works within work programmes and ensure costs are identified.

4.3 Employee Responsibilities

- 4.3.1 In addition to complying with Brainkind’s overall fire safety procedure, staff working at the property should be vigilant and must advise the Area/Service Manager of any concerns about fire safety, whether this relates to the building; equipment or appliances: the tenant’s welfare or staff behaviour.

5 Legislation

- 5.1.1 Landlords are responsible for ensuring fire safety, with the main duty being to carry out and act upon fire risk assessments. The key legislation which is relevant for supported living accommodation is set out below.

5.2 The Housing Act 2004

- 5.2.1 This covers England and Wales and applies to individual homes and common parts of the building. Local housing authorities are the enforcing authority for this legislation.
- 5.2.2 The Act introduced the Housing Health and Safety Rating System (HHSRS). This looks at the safety of tenants in their individual dwelling, rather than the entire



premises as a single building. A total of 29 hazards including fire must be considered and an assessment carried out. The assessment of each dwelling allows a judgement to be made as to whether the consequent risk to people is acceptable.

- 5.2.3 Assessed hazards are classified as Category 1 or 2 according to the extent of risk to the most vulnerable residents. Category 1 hazards create greater risks than category 2. If the local housing authority becomes aware of a hazard, they are obliged to carry out an inspection. If the hazard is confirmed they have a duty to take enforcement action, usually by serving notices requiring certain actions to be taken. This could require the landlord to undertake remedial work, prohibiting use of the building or the Local Housing Authority taking emergency remedial action.

5.3 The Regulatory Reform (Fire Safety) Order 2005 (“the RRO”)

- 5.3.1 The RRO does not apply to individual private dwellings, but it does apply to workplaces which in Brainkind’s supported living accommodation means the rooms/offices used by support staff. It requires fire risk assessments to be carried out and acted upon rather than meeting a set of prescribed measures. Local fire and rescue services are the enforcing authority for this legislation.

5.4 Building Regulations (Part B)

- 5.4.1 All new housing, including conversions and "material alterations" needs to comply with the fire safety requirements of the Building Regulations (Part B) but these do not apply retrospectively to existing properties. These regulations are enforced by the Building Control Body (either local authority building control, or a private sector approved Inspector).

5.5 Health & Social Care Act 2008 (regulation 12)

- 5.5.1 The care provider must undertake a risk assessment in any environment where they provide care and refer any concerns to the landlord. As Brainkind can be both landlord and care provider, any concerns relating to the building will be flagged and referred to the Estates and Properties team who will assess what work is required. The funding of any building related work should be allocated to the budget for Estates and Properties. If the assessment highlights issues for the individual tenant, then the funding of such work may need to be sourced from an alternative budget or other source. For example, if adaptations are needed to a building due



to a change in the tenants needs, Brainkind may seek funding for this via the Local Authority via a Disabled Facilities Grant.

6 Fire Risk Assessment

- 6.1.1 To comply with the requirements of the “FSO” Brainkind must undertake a fire risk assessment for each premises, which it owns and operates (for the responsibilities of private Landlords/Housing Associations see section 13 of this policy), where employees work, which in this instance is each supported living accommodation where support workers are required to sleep on site.
- 6.1.2 Fire risk assessments are carried out every 4 years and reviewed internally every 2 years or more often if this is required. Brainkinds Health & Safety Team or contracted consultants will undertake all fire risk assessments on Brainkind’s behalf. Ownership of the assessment is important and is best achieved with the input of the local responsible person for the building, landlord etc. Landlords are to be informed of the findings if Brainkind undertakes the fire safety assessment.

6.2 Definitions in the FRA

- Hazard: Anything that has the potential to cause harm from fire
- Risk: The likelihood and consequences of that harm occurring

6.3 Aims of the FRA

- 6.3.1 The aims of the fire risk assessment are to:
- identify the fire hazards present within the building
 - reduce the risk of those hazards causing harm to relevant persons to as low as reasonably practicable
 - outline what physical fire precautions and management arrangements are necessary to ensure the safety of persons in a building if a fire does occur.

6.4 Action Plan

- 6.4.1 The remedial measures required to achieve a satisfactory standard of fire safety will be summarized in an action plan at the end of the fire risk assessment document.



- 6.4.2 The action plan will categorize the risks into high, medium, and low. It is the responsibility of the Area Manager to manage and oversee the actions through to completion, and to escalate if actions are not completed within agreed timescales

6.5 Fire Risk Assessors and Contractors

- 6.5.1 Risk assessments will be carried out by suitably competent persons with Fire Safety Policy & Procedure third party accreditation.
- 6.5.2 Contractors carrying out fire safety works must be suitably competent and hold relevant United Kingdom Accreditation Service UKAS for works on fire doors.
- 6.5.3 Fire-related major works contractors will be members of a professional body such as BAFE.

7 Fire Safety of the Building

- 7.1.1 Brainkind will ensure that the buildings it owns and manages comply with fire safety standards.

7.2 Safety Checks

- a) **Landlord Gas Safety Certificate** – this check will be undertaken every 12 months by a registered “Gas Safe Engineer”. This will be organised by the Estates & Properties Helpdesk. A copy of the certificate must be left with the tenant and Brainkind’s Estates and Properties team will hold a copy on file. This will cover all gas appliances e.g. (boiler, cooker) and the gas supply to the property. A copy of the gas safety certificate should be provided to new tenants at the point of sign up.
- b) **Landlord Electrical Safety Certificate** – this check is to be undertaken by a registered electrician every 5 years, when completed a copy of the Electrical Installation Condition Report (EICR) will be kept on file by Brainkind’s Estates and Properties Helpdesk. A copy should also be provided to the tenant when it is completed. A copy of the EICR should be provided to all new tenants at the point of sign up.
- c) **Personal Appliance Testing (PAT)** - will be undertaken every 12 months. Brainkind’s Estates and Properties Helpdesk will arrange this. All appliances in the property will be tested, whether they belong to Brainkind, tenants, or staff. A register of items and the dates checked will be kept and if new appliances are purchased these will be checked on an ad-hoc basis. The cost of pat testing will be included in repairs costs and added into the annual rent schedule.
- d) **Furniture and Furnishings** – annual checks of fire safety labels of all furniture and soft furnishings provided by Brainkind and tenants own items will be completed as



part of the fire safety audit checks to ensure they are fully compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

- 7.2.1 If a tenant's belongings do not meet the required standard e.g., if identified via PAT testing or fire safety label checks, Brainkind will discuss this with them/their family/appointee and explain why the item is unsafe. If the tenant refused to remove the item, Brainkind would assess and manage the level of risk. If the risk is assessed as being a significant danger which cannot be safely managed, Brainkind would consider this as a breach of tenancy and follow this procedure.

7.3 Fire Service Access to Premises

- 7.3.1 Brainkind will ensure that its properties are accessible by fire crews and their vehicles. Most of its supported living accommodation has vehicular access and off-street parking to facilitate this. Brainkind will aim to provide:
- sufficient means of external access to enable fire appliances to be brought near to the building for effective use
 - ample means of access into, and within, the building for firefighting personnel to effect search and rescue and fight fire

7.4 Compartmentation and Fire Doors

- 7.4.1 Compartmentation is the sub-division of a building by fire-resisting walls and floors for the purposes of limiting fire spread within the building. The fire risk assessment will provide guidance as to whether the building has appropriate compartmentation and what action is required to reduce the risk of fire spreading.
- 7.4.2 The fire risk assessment will also assess the fire retardancy of the internal and external doors, giving an indication as to how long they would hold back a fire and whether this is sufficient for the building with its current occupants.
- 7.4.3 In low-risk properties it will not normally be necessary to fit smoke seals to any fire-resisting doors in the supported housing premises unless prolonged evacuation times are anticipated. However, if upgrading of doors by fitting intumescent strips, or replacement of doors with new 30-minute door sets, is considered appropriate, the doors should also be fitted with smoke seals.
- 7.4.4 Where fire-resisting, self-closing doors present an obstacle to normal access and egress, consideration should be given to the fitting of hold-open devices or swing-free devices.



7.5 Emergency Exit Doors

- 7.5.1 Brankind will make certain all doors which are to be used in an emergency can be opened from the inside without the use of a key. Consideration may be required if there is a risk of the tenant absconding which will be explored in the PEEP.
- 7.5.2 The type of emergency exit door could mean that there is a risk to the tenant's safety, for example, someone may need to be accompanied to leave their home but could "abscond" through such an exit without adequate support or supervision. Such issues will be managed via the individual's support plan

7.6 Smoke Ventilation

- 7.6.1 Communal areas will have sufficient smoke ventilation either through natural means or by mechanical ventilation.

8 Equipment

8.1 Smoke alarms

- 8.1.1 Brankind will ensure that fire and smoke alarms are in proper working order at the start of each tenancy. All alarms will be installed in accordance with the recommendations contained in BS5839 Part 6 2013. For properties which are 4 bedrooms or less (including staff bedroom) an LD1 system will be installed – this is the highest category for protection of life in domestic premises. All alarms will be interlinked, mains powered, and provided with an integral standby power supply (a minimum of class D). However, the FRA may determine that due to the individual service users a higher-grade system should be installed. The alarms provided will be as follows:
- One functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes
 - One functioning smoke alarm in every circulation space, such as hallways and landings
 - One heat alarm/detector in every kitchen
- 8.1.2 In premises of 2 or more storeys with more than 4 bedrooms (including staff bedrooms) LD1 systems are not normally regarded as adequate, and a "Grade A" system as defined on BS 5839- 6 is needed.



- 8.1.3 If standard alarms do not meet the needs of the tenant, Brainkind will ensure that an assessment of need is carried out to identify the most appropriate type of alarm for them (e.g. smoke alarms with a vibrating pad, flashing light etc.) and to assist in sourcing funding this equipment as it may be specialist.
- 8.1.4 Staff will complete weekly fire alarm tests, where appropriate tenants will be involved and supported to test the alarms – this will be recorded by staff and added to the fire safety audit.
- 8.1.5 Carbon Monoxide detectors will be provided and located in each room containing a fossil fuel burning appliance e.g., log burning stove or open fire and near to the gas boiler. Staff will test the carbon monoxide alarms on a weekly basis and in some cases, staff may support tenants to complete this – this will be recorded by staff and added to the fire safety audit.

8.2 Emergency Lighting

- 8.2.1 Brainkind will provide emergency lighting as per the recommendations set in the fire risk assessment, The type provided will be dependent on the size of the property and any specific needs of the tenants.
- 8.2.2 The emergency lighting system will be tested monthly by a member of staff with a record of the test maintained for three years.
- 8.2.3 An annual discharge test will be completed by the contractor who services the alarm system, and a certificate will be provided on completion. This will involve simulating a power failure and conducting a test of the full rated duration of the emergency lights (e.g. three hours).

8.3 Fire Equipment

- 8.3.1 **Fire Extinguishers** - Brainkind does not provide fire extinguishers in supported living accommodation. This is because the priority is to evacuate the building as quickly and safely as possible. Brainkind does not wish for tenants or staff to try and fight fires as this may delay the evacuation and create additional risks.
- 8.3.2 **Fire Blankets** are provided by Brainkind in each communal kitchen. These are checked on a quarterly basis as part of the fire safety audit process. Staff will be trained in the use of these.



8.4 Fire Signage

- 8.4.1 The need for appropriate signage should be balanced against the need to maintain a homely domestic environment as required in supported living accommodation. Brainkind would not usually provide “Fire Exit” signs as in most properties the fire exits will be simple and straightforward, and the tenants will be familiar with the layout and exit routes.
- 8.4.2 Fire action notices may be recommended as part of the fire risk assessment. In this case Brainkind will provide these as required. Brainkind will also provide these notices in the staff bedroom and/or office.
- 8.4.3 Any signs displayed will comply with the requirements of the Health & Safety (Safety Signs and Signals) Regulations 1996.

9 Fire Safety Audit

- 9.1.1 Brainkind’s fire safety audit contains various checks which evidence our compliance with fire safety obligations. These checks are listed below – depending on the property some may not apply. Each property will have a specific list of checks that need to be completed.
- Daily Fire panel check if applicable
 - Daily tumble drier lint check if applicable
 - Weekly fire alarm check
 - Monthly Emergency light check if applicable
 - Monthly fire door checks if applicable
 - Monthly fire signage check if applicable
 - Monthly fire grab bag check
 - Fire evacuations (minimum of 4 per year) 2 day and 2 night. Night-time evacuations can be completed by the way of a desk top scenario.
 - Annual check of fire safety labels of all furniture and soft furnishings in the property

10 Tenants’ Rights and Obligations

Brainkind follows a person-centred approach to fire safety for its tenants from the outset. Tenants are assessed prior to being offered accommodation to confirm the suitability of the property. This includes agreeing with commissioners what level of support is needed to maintain the tenancy, fire safety is part of this overall assessment. It is vital that the right amount and type of support is in place to reduce



the risk of a fire occurring and to ensure that the tenant can evacuate safely should a fire break out. Consideration as to whether the tenant needs waking night support should also be given.

10.1 Tenancy Documents

- 10.1.1 The tenancy agreement is the contract between Brainkind and the tenant. This outlines the obligations for both parties, a tenant's handbook is provided alongside this. The tenant's handbook offers guidance on the fire safety expectations of the landlord and tenant. It offers advice for tenants on fire prevention in relation to keeping fire exits and corridors clear; smoking; cooking; electrical equipment and other fire risks. It also explains what a fire escape plan is and says what should generally happen in the event of a fire. There is also a section summarising the landlord's (Brainkind's) fire prevention responsibilities.

10.2 Support Plan

- 10.2.1 Brainkind will regularly review the tenants support plan to ensure that it continues to meet their needs. The review will cover fire safety and look at:
- the likelihood of the tenant causing a fire (either deliberately or due to capacity issues)
 - their mental capacity to recognise and respond appropriately to the fire alarm signal or sign of fire
 - their ability to escape from a fire; and confirm that the property is still suitable and that the correct level of one-to-one support is in place to allow safe evacuation

10.3 Personal Emergency Evacuation Plans (PEEPS)

- 10.3.1 Brainkind provides PEEPS for all tenants living in supported living accommodation who require assistance evacuating the building. The plan is tailored to their individual needs and is likely to give detailed information on their movements during an escape. It is also possible that there may be some building adaptation required to facilitate safe escape and reduce the need for personal assistance. PEEPS should be made available to the fire and rescue service on arrival when there is a fire. The fire and rescue service should also be given details of any tenants who use medical oxygen or other medical gases.



11 Training

- 11.1.1 Brainkind will ensure all the management and staff are trained in relevant fire safety procedures and safe working practices. It is the mutual responsibility of individual staff members and Brainkind to ensure that training has been completed.
- 11.1.2 Brainkind assess what type of fire safety training is needed for each role and procure this via suitably accredited training providers. Brainkind will ensure that when agency staff are used, they have the required training and skills. They will also be given an induction for each of the supported living properties that they are due to work at.

12 Differences for self-contained flats with communal areas

- 12.1.1 As already stated, most of the supported living accommodation owned and managed by Brainkind are shared houses and bungalows with 2 to 8 occupants. Brainkind manages a small number of schemes that consist of individual flats with shared communal areas, and it is looking to increase the number of these types of property. Each new development will meet the current building, planning and fire regulations. Fire risk assessments will be carried out as well as person centred fire risk assessments.
- 12.1.2 The key difference where there are self-contained flats in a building with communal areas are listed below:
 - Gas safety check – Brainkind needs to complete a new one at each tenancy sign up if there is gas supply and/or gas appliances in self-contained units.
 - Fire mains, firefighting shafts, and fire- fighting lifts may be required to assist and protect fire fighters in the event of a fire – the need for these will be identified prior to Brainkind acquiring the building.
 - Extinguishers for laundry, plant room and commercial kitchens may be needed, and hose reels may need to be supplied.
 - Fire alarms may need to be linked to a detection service such as Tunstall/warden call etc.
 - Vehicular access to the complex may be different for these types of accommodation.
 - Fire doors may not be needed in the individual flats but will be required for external doors, communal areas etc.
 - Sprinklers in new schemes may be fitted.



- Emergency lighting will be needed in all communal areas and common escape routes. It needs to be designed to automatically illuminate upon the failure of the power supply.

13 Properties with Landlords where Brainkind is the Support Provider

- 13.1.1 This section identifies Brainkind's responsibilities in relation to fire safety in supported living accommodation which is managed by a registered housing provider and where Brainkind's role is as support provider.
- 13.1.2 Ideally, a "Fire safety Matrix of Responsibility" (see appendix one) will be agreed when the service is set up/reviewed which will identify the responsibilities of each stakeholder.
- 13.1.3 **Managers Responsibilities** – the main difference here is that Managers will need to report issues to the landlord, log these and record the outcomes of any discussions. If the landlord fails to meet their responsibilities escalation of this must take place.
- 13.1.4 **Employee Responsibilities** – no change – any issues to be reported to Managers who will ensure responsible party deals with the issue.
- 13.1.5 **Legislation** – Brainkind will need to comply with The Regulatory Reform (Fire Safety) Order 2005; The Fire (Scotland) Act 2005; Health & Social Care Act 2008.
- 13.1.6 **Fire Risk Assessment** – the landlord is responsible for carrying out a Fire risk assessment of the building unless the management agreement has designated this responsibility to Brainkind. Brainkind works alongside the landlords and will notify them of any fire risks identified in its own fire safety audits.
- 13.1.7 **Fire Safety of the Building** – the landlord is responsible for fire safety of the building. Brainkind has an obligation to notify the landlord of any fire safety concerns as soon as these are identified. Brainkind will also check that landlord safety checks are completed on time and that any FRA actions that are the responsibility of the landlord are completed. The landlord will be required to PAT test the items it provides and advise Brainkind what these are. Brainkind will undertake PAT testing and furniture label checks of all other items, belonging to Brainkind, staff and the people we support.
- 13.1.8 **Equipment & Signage**– the Fire Safety Matrix of Responsibility will outline who is responsible for supply and maintenance of fire safety equipment at the property. Usually, Brainkind would be responsible for regular testing of some equipment, but the Landlord retains responsibility for some testing, supply, and maintenance.



- 13.1.9 **Tenants** – the landlord will consider the needs of the tenants and suitability for the accommodation prior to the when considering the housing application. Brainkind will also undertake an assessment which will also consider the suitability of the property and identify any specific support needs in relation to fire safety.
- 13.1.10 **PEEP's** – these are the responsibility of the support provider so are carried out by Brainkind.
- 13.1.11 **Training** – Brainkind is responsible for training all staff working at the property.

14 References

- 14.1.1 [Housing Act 2004](#)
- 14.1.2 [The Regulatory Reform \(Fire Safety\) Order 2005 The Fire \(Scotland\) Act 2005](#)
- 14.1.3 [Building Regulations 2000 Approved Document B 2007](#)
- 14.1.4 [Health & Social Care Act 2008](#)
- 14.1.5 [Furniture and Furnishings \(Fire\) \(Safety\) Regulations 1988](#)
- 14.1.6 [Health & Safety \(Safety Signs and Signals\) Regulations 1996](#)
- 14.1.7 [Brainkind Fire Safety Procedure](#)
- 14.1.8 [Brainkind Supported Living Accommodation Tenancy Handbook](#)
- 14.1.9 [Brainkind Supported Living Accommodation Furniture Policy](#)
- 14.1.10 [National Fire Chiefs Council Guide to Fire Safety in Specialised Housing](#)



15 Appendix A – Fire Safety Matrix of Responsibility

Aspect of Fire Safety Management	Agreed Responsibilities		
	Owner/ landlord	Care Provider	Commissioner of Services
Overall responsibility for coordinating fire safety agreements & arrangements			
Building fire risk assessment			
Person-centred fire risk assessment			
Testing of fire alarm system			
Maintenance of fire alarm system			
Testing of emergency lighting			
Maintenance of emergency lighting			
Testing of sprinkler system			
Maintenance of sprinkler system			
Testing of smoke vents			
Maintenance of smoke vents			
Testing of door release mechanisms			
Maintenance of door release mechanisms			
Testing of social alarm system			
Maintenance of social alarm system			



Routine housekeeping inspections, including checking fire doors, fire exit doors, fire extinguishers, etc.

Maintenance of fire doors

Maintenance of fire extinguishers

Maintenance of rising mains

Maintenance of lightning protection system

Provision of fire safety information to new residents

Ongoing engagement with residents regarding fire prevention

Ongoing engagement with residents to remind them of fire procedures

Fire drills (if applicable)

Maintaining a record of the fire safety arrangements

Ensuring that fire procedures are up to date

Liaison with local fire service crews

Training of staff

Inspections during contractors' works

Provision of information to outside contractors

Recording false alarms

Holding of relevant records re testing maintenance, training, drills, etc