



Fire Safety and Management Policy



Date: May 2017
Version: 02
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1.0 Policy Statement

Derby Homes are committed to minimising the risks associated with fire in its properties in line with its duties as a landlord and recognises the fundamental importance of fire safety and the need to operate a clear Fire Safety and management Policy to ensure the safety and welfare of service users, visitors and staff.

This policy sets out our approach to mitigating the risks associated with fire. We will comply with all relevant legislation, principally:

- The Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order)
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- Health and Safety at Work act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Building Regulations 2010 (amendment) Regulations 2015
 - Approved Document B 1
 - Approved Document B 2

2.0 Fire Safety Management Responsibilities structure

<p>The persons with the overall responsibility for fire safety and in particular:</p> <ul style="list-style-type: none">• Ensuring an effective fire management policy is in place for work activities undertaken by Derby Homes.• Ensuring an effective fire management policy is in place for properties managed by Derby Homes.• Ensuring adequate resources are made available to meet Derby Homes' legal obligations with respect to fire and ensure as far as reasonable the safety of staff and residents.	<p>Responsible Person:</p> <p>Board of Directors for Derby Homes</p>
<p>The person with the responsibility for ensuring the implementation, monitoring and review of the Fire Safety Policy and has overall responsibility for fire safety with respect to:</p> <ul style="list-style-type: none">• Domestic properties managed by Derby Homes.• Premises and offices occupied by Derby Homes.• Activities of Derby Homes and its employees. <p>The Board appoint the Managing Director of Derby Homes to be responsible for ensuring that the recommendations arising from the fire risk assessment are implemented however this responsibility is dissolved down to individuals who have financial control for each area of responsibility.</p>	<p>Responsible Person:</p> <p>Managing Director of Derby Homes</p>

<p>The person with the responsibility for developing and reviewing the:</p> <ul style="list-style-type: none"> • Fire safety and management policy. • Fire safety emergency action plans. • Fire risk assessments / reviews. • Staff fire training. • Fire Drills. <p>These set out the details and procedures to be taken by all staff, visitors, and members of the public, service users and any other relevant persons.</p> <p>This person provides Derby Homes with a competent person in regard to fire safety matters in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005.</p>	<p>Responsible Person:</p> <p>Derby Homes Fire Safety Officer</p>
<p>The persons with the responsibility for:</p> <p>Deputising In the absence of the Fire Safety Officer.</p>	<p>Responsible Person:</p> <p>Health and Safety Manager</p>
<p>The person with the responsibility for:</p> <p>Construction, maintenance, service and repair activities of Derby Homes. With regards to fire, They are responsible for the structural integrity of premises and the provision and maintenance, as appropriate, of:</p> <ul style="list-style-type: none"> • Means of escape • Fire detection and alarm systems • Firefighting equipment • Emergency lighting • Passive fire protection incorporated into the design and construction of premises. 	<p>Responsible Person:</p> <p>Director of Investment & Maintenance</p>

<p>The person with the responsibility for:</p> <ul style="list-style-type: none"> • Day-to-day management of premises • Management and enforcement of • Tenancy agreements • Routine inspection and management of premises, buildings and common areas under the control of Derby homes. <p>The size and nature of the business dictates that the responsibility for fire safety is designated to the senior manager of each office or site, who may appoint fire marshals to assist them in carrying out their fire safety duties.</p>	<p>Responsible Person:</p> <p>Head of Housing Management and Housing Options</p>
<p>The person with the responsibility for the installation and maintenance of fire provisions including:</p> <ul style="list-style-type: none"> • Fire alarm annual testing • Emergency lighting 6 monthly and annual Testing. • Fire extinguisher annual maintenance and testing. • Sprinkler annual testing. • Maintenance of portable misting systems. • Installation or removal of fire alarms, portable misting systems, emergency lighting and fire extinguishers. • Maintenance of smoke and heat ventilation stems. 	<p>Responsible Person:</p> <p>Head of Repairs</p>
<p>The person with the responsibility for communal fire alarm tests Parklands View:</p> <ul style="list-style-type: none"> • Testing and recording of fire alarms in Parkland View assisted living accommodation. 	<p>Responsible Person:</p> <p>Extra Care Manager (Parklands View)</p>

3.0 Additional Responsibilities

3.1 Office Managers

Managers with responsibility for office locations will receive basic fire training with an additional training session to enabling them to carry out the role of Fire Marshal. The manager's will receive extra fire marshal training including practical firefighting, use fire extinguishers, search procedures, liaison with Carelink or the fire service control, practical fire risk assessment, frequency and recording of fire system tests i.e. Fire alarm, emergency lighting and fire door checks, and escape routes the reporting of any faults to the Fire Safety Officer at Derby Homes.

3.2 All Staff

All members of staff have a general duty of care to:

- Be alert to the potential of fire hazards and report such hazards accordingly
- Take an active part in fire drills and bring to the attention of their Manager or Health and Safety Advisor any deficiencies or problems identified.
- Attend or undertake appropriate fire training as required.

4.0 Fire Safety Risk Assessment

A fire risk assessment is a means of identifying potential fire hazards and rating the likelihood and possible severity of the fire and enables Derby Homes to put adequate controls in place to minimise the risks.

Derby Homes has carried out and documented fire risk assessments for:

- Offices and business premises occupied and/or controlled by Derby Homes
- The communal areas of blocks of flats managed by Derby Homes
- Sheltered housing schemes with corridors and communal areas
- Common rooms
- Hostel accommodation
- Common areas (where applicable) of complex needs accommodation
- Assisted living blocks of flats

For business premises leased from Derby City Council and managed by Derby Homes, we will ensure the tenant has carried out a fire risk assessment and provide information, advice and assistance as required.

All Fire risk assessments are held centrally at Derby Homes head office at Derby Homes Limited, 839 London Road, Derby DE24 8UZ.

Each area housing office has access to a copy of the latest fire risk assessment for their respective areas.

4.1 Fire Safety Risk Assessment Review

Fire risk assessments are reviewed on a risk based inspection process annually for sheltered housing schemes with corridors and communal areas, common rooms and hostel accommodation. Office and communal areas of blocks of flats will be reviewed every three years

(Table 1)

Frequency	Description
Annually	<ul style="list-style-type: none"> • Rivermead House • Sheltered Housing • Hostels • Common rooms • Extra care assisted living (Parklands View)
Every 2 years	<ul style="list-style-type: none"> • All complex needs properties
Every 3 years	<ul style="list-style-type: none"> • Offices • Communal areas of blocks of flats*

* Communal areas of flats have a maintenance inspection bi-annually

They will also be reviewed:

- After any fire related incident at the premises
- After any modifications or alterations or change of use to the building
- Any near misses

5.0 General Fire Strategy

5.1 Derby Homes Office Locations

The fire strategy for Derby Homes is full evacuation of the office block in which the fire alarm is sounding.

Managers are to put on their high visual jackets and then check the toilets and other rooms including the store rooms and ensure that everyone has left the premises and then make their way to the assembly point.

If a manager should come across the fire and has made sure that everyone is out and that the fire service has been called and they are with another fire warden then they can, by carrying out a dynamic risk assessment decide if it is safe to attack the fire. Any fire larger than a waste paper bin should not tackled and no more than one extinguisher must be used, ensuring that someone at the assembly point is informed of the actions taken.

Derby Homes is an equal opportunities employer and as such employs staff with some physical or mental disabilities for which additional arrangements have been put in place for their safety in the event of fire.

5.2 Shared Locations

Where Derby Homes occupies areas in a building where another organisation also owns/manages we will liaise effectively to ensure that all requirements of appropriate legislation are satisfied and that the significant findings of the fire risk assessment are conveyed to Derby Homes Staff.

5.3 General Housing

Derby Homes is committed to minimising fire related risks in its properties in line with our duties as a landlord. In all properties we will:

- Provide, service and maintain smoke alarms and/or fire detection in the circulation areas
- Where a disability issue is identified, provide appropriate additional equipment (e.g. vibrating pagers and pillow pads)
- Carry out annual gas servicing, maintenance and inspection of central heating and gas appliances provided by Derby Homes
- Carry out periodic inspection and testing of the electrical installation
- Where portable appliances and white goods are provided, we will inspect, test and maintain them as appropriate.
- Where furnishings are provided as part of a furniture pack we will ensure they meet the appropriate fire retardant standards.

Derby Homes recognises that we have no control over the activities of tenants within their homes and the responsibility for safety in individual properties lies with the individual tenant. To support tenants we will:

- Publicise the importance of fire safety to all residents
- Require all new tenants to have a home fire risk assessment from Derby Homes Housing Officers and / or Derbyshire Fire and Rescue Service
- Enforce our Tenancy Conditions where activities are identified as a potential fire risk.
- Derby Homes is responsible for fire safety in supported, sheltered and extra care accommodation and communal areas in all tenures.

5.4 Flats

All flats are designed to be fire resisting. A fire in one flat should not spread from one flat to another, so residents do not need to leave their home if there is a fire elsewhere in the block however if in doubt 'get out' applies.

To help ensure the safety of residents and enable a "stay put" policy in the event of fire, Derby Homes has implemented a "sterile area" fire management policy for general use blocks of flats and category 2 sheltered schemes. This requires the communal corridors, landings and stairwells of properties managed by Derby Homes to be designated a "clear zone" or sterile area free of all extraneous items. This aims to limit or remove:

- Sources of ignition and combustion
- Items that may help sustain or spread fire
- Items that may form an obstacle or trip hazard during emergency egress

In addition, we will:

- Test service and maintain fire detection and alarm equipment where provided
- Test service and maintain fire extinguishers and firefighting equipment where provided
- Actively manage and regularly inspect communal areas
- Ensure decorative coatings are specified and maintained to appropriate flame resistant standards.

5.5 Sheltered Accommodation

Kestrel House, Rebecca House and Whitecross House are supported living flats within a complex with corridors and communal facilities. In addition to the arrangements for general use flats Derby Homes provide smoke/heat detection linked to an emergency call system monitored by a 24 hour emergency call centre. This fire detection operates independently to the main building alarm system. The common and communal areas within the complex are covered by a monitored alarm system.

Parkland View assisted living is fully sprinklered throughout therefore any fire should be controlled and possibly extinguished by the operation of the system.

6.0 Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular Derby Homes have implemented risk control measures in response to the risks potentially arising from the hazards of waste accumulation, electrical hazards, storage of combustibles, arson attack, smoking and the storage of flammable liquids and flammable gases.

Due to the low height of all Derby Homes office buildings, lightning protection is not required. Rivermead House and Parklands View have lightning protection tested to BSEN62305

Derby Homes have in place procedures for the weekly removal of large waste from the site and daily emptying of bins located in offices.

All combustibles are stored away from any potential source of ignition and where practicable secured by means of a key, a no smoking policy is enforced on all sites. Any flammable liquids or gasses are secured within a locked cage within a locked inner yard additionally the London Road site is fully fenced in with a security guard patrolling throughout the night.

7.0 Fire Alarm System

Our offices and hostels are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points (L2 in offices L1 in the hostel) all sites fully evacuate if the fire alarm activates to a designated assembly area.

The alarm system is serviced routinely on a six monthly basis. Additionally, they are tested weekly using a different call point each week.

The Fire alarm systems for the main offices on London road site are tested on Tuesday Mornings the Local Housing Offices and hostel have their own test days and times.

During the alarm test, the opportunity is taken to check audibility of the alarm throughout the premises and also to test the correct operation of fire safety measures e.g. doors which are held open on devices designed to release automatically on sounding of the alarm.

The results of alarm testing and servicing are recorded electronically at London road and at each local housing office and hostel.

8.0 Emergency Lighting

Where appropriate we have installed an emergency lighting system to BS5266 for buildings and common areas. The emergency lighting will activate on failure of the lighting circuit. So far as reasonably practical, the systems are subject to a monthly short test, a six monthly test and an annual full discharge test. The results of emergency lighting tests are recorded and held centrally with the Electrical team.

9.0 Signage

Directional fire escape signs are displayed throughout the buildings to indicate the direction and location of emergency exits. Signs are also displayed:

- To identify the location of the assembly point.
- To describe the type and function of fire extinguishers.
- To describe the correct operation of exit door hardware (i.e. 'push bar to open', 'turn to exit')
- To show the correct operation of gas shut off valves.
- To show 'fire action' required.
- To identify fire doors which must be kept shut (or kept clear)
- To provide the names of fire marshals – not specifically required but helps to fulfil legal requirements to communicate this information.
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing 'in the event of fire do not use lift'
- All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

- Monthly checks by fire marshals to ensure that safety signs are in place and clearly visible.
- Identify the sprinkler stop valve location.

10.0 Escape Routes and Exits

Structural fire separation to protected routes is provided by fire resistant walls, ceilings, and fire doors all doors that are electronically or mechanically held open or secured shut should be integrated with the fire alarm to ensure that they open or shut as appropriate when the fire alarm activates.

If building alterations are to take place which could result in damage to the fire protection, Derby Homes will ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked six monthly.

11.0 Fire Extinguishers

Fire extinguishers are located in accordance with the findings of the fire safety risk assessment and BS 5306 part 8 2012.

In general the fire extinguishers are located at each exits from the buildings, fire extinguishers are selected and sited close to a specific risk.

All staff have been instructed in the operation and use of fire extinguishers however it is not expected for Derby Homes staff to fight the fire.

Fire extinguishers are subject to an annual servicing contract which is carried out by an in-house specialist works team

12.0 Management of contractors

All contractors that are procured to work within our buildings will have been vetted to ensure that there is an understanding of how the works they undertake on Derby Homes behalf impact on the fire safety provisions within the areas they work. Contractors will, be logged in and out of premises / sites, where possible and they will receive information about the site's fire evacuation procedures that should be followed in the event of a fire.

13.0 Construction Design and Management Regulations 2015

The Principal Designer (appointed by the Client where the project involves more than one contractor) will be responsible for providing the specifications of the works to be undertaken and sequence of activities as part of the Pre-Construction Information. All Principal Designer's will have to demonstrate that they have a suitable level of competence in fire management. The Principal Contractor (or Contractor for single-

contractor projects) will be responsible for the Construction Phase Plan which should include how fire integrity of the building will be maintained during the works. A fire risk assessment and emergency fire plan will initially be carried out by the Fire Safety Officer, CDM compliance officers and Principle Contractor and the details should be kept both on site and in the H&S file.

14.0 Additional arrangements

A personal emergency evacuation plan (PEEP) is discussed with the employee and their manager and any staff who have been given any responsibilities for the evacuation of that employee (buddy system). A record of the PEEP will be maintained and reviewed on an annual basis.

Flashing beacons are fitted in work areas where it is known that staff have hearing problems and they also are issued with a vibrating pendant to give them warning that the fire alarm has activated

All visitors to Derby Homes sites are escorted at all times whilst on sites and will be expected to follow the lead of the staff member that they are visiting if the fire alarm activates.

Fire refuges are only located in Milestone House and Parkland View (hostel & extra care accommodation) and are at each floor level of the buildings in designated protected areas that have hard wired communication with the reception, the communications are tested on a weekly basis and the outcome recorded. The use of upper floors for people that have a disability that would prevent them using the stairs in an emergency would only be used as a last resort and rescue would be carried out by trained staff and/or the fire service.

Fire drills at each site are carried out at regular intervals and as a minimum once every six months (by the Health and Safety Team) additional drills are carried out at the manager's discretion. The outcome of the drill is recorded and held both on site and electronically.

Staff fire training is undertaken using a risk based approach. Office staff will receive training every 3 years and Fire Marshalls, Operatives and Hostel staff annually. All new staff (including Agency staff) under-go the E-learning fire training at the beginning of their employment and further fire training within six months of starting their employment (records of training are held at the London Road site and at the Council House).

All new starters and temporary employees **MUST** be given an induction to the site that they are working in and have been physically shown the escape routes, sound of the fire alarm, assembly areas and fire precautions for that site.

Managers should ensure by means of a signed check sheet that the induction has taken place and what areas it has covered.

All contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point.

Any 'hot works' Derby Homes will ensure that fire risks are adequately controlled and a safe system of work is employed.

Derby Homes is an equal opportunities employer and as such employs staff with some physical or mental disabilities for which additional arrangements have been put in place for their safety in the event of fire.

Appendix 1

Procedure for General Needs Flats 'Stay Put' Policy

If fire breaks out in your home:

- Leave the room where the fire is straight away and if safe to do so close the door.
- Inform everyone in your home and get them to leave. Close the door to your flat behind you.
- Do not stay behind to put the fire out.
- Call the Fire Service 999.
- Wait outside the building for the Fire Service to arrive.

If you see or hear of a fire in another part of the building:

- The building is designed to contain a fire where it starts. This means that usually it will be safe for you to remain in your flat if the fire is elsewhere.
- You must leave immediately if smoke or heat affects your home, or if you are told to do so by the fire service.
- If you are in any doubt get out.

To Call the Fire Service:

- Dial 999
- When the operator answers ask for the Fire Service.
- Give the address of the fire and any further information requested by the fire service.
- Do not end the call until the Fire Service has repeated the address correctly.

Appendix 2

'Stay Put' Procedure for Sheltered Housing Flats

If fire breaks out in your home:

- Leave the room where the fire is straight away and if safe to do so close the door.
- Inform everyone in **your** home and get them to leave. Close the door to your flat behind you.
- Do not stay behind to put the fire out
- Operate the red manual call point
- Call the fire service 999
- Wait outside the building for the fire service to arrive

If you see or hear of a fire in another part of the building:

- This building has a communal fire alarm, if you are in the communal areas when the fire alarm sounds then make your way outside and await the fire service.
- If you see a fire, activate the fire alarm by operating the red manual call point
- Call the Fire Service 999 if you are in the communal areas then leave the building.
- The communal fire alarm is connected to a remote call centre and they will automatically call the fire service once the smoke detector has operated.
- The building is designed to contain a fire where it starts. This means that usually it will be safe for you to remain in your flat if the fire is elsewhere in the building.
- You must leave your flat immediately if smoke or heat affects your home, or if you are told to do so by the fire service.
- If you are in any doubt get out.

To Call the Fire Service:

- The building is connected to a remote call centre who will contact the fire service if the fire alarm in the communal areas or in the flat.
- You should still Dial 999
- When the operator answers ask for the fire service.
- Give the address of the fire and any further information requested by the fire service.
- Do not end the call until the fire service has repeated the address correctly.

Appendix 3

Rivermead House

If fire breaks out in your home:

- Leave the room where the fire is straight away and if safe to do so close the door.
- Inform everyone in your home and get them to leave. Close the door to your flat behind you.
- Do not stay behind to put the fire out
- Operate the red manual call point (This will operate an audible alarm in the laundry, storeroom and main entrance but not in the rest of the building) however it will alert the Fire Service.
- Call the fire service 999
- Wait outside the building for the Fire Service to arrive.

If you see or hear of a fire in another part of the building:

- This building has a communal fire alarm, if you are in the communal areas when the fire alarm sounds then make your way outside and await the fire service.
- If you see a fire, activate the fire alarm by operating the red manual call point (This will only operate an audible alarm in the laundry, storeroom and main entrance but not in the rest of the building) however it will alert the fire service.
- Call the fire service 999 if you are in the communal areas then leave the building.
- The communal fire alarm is connected to a remote call centre and they will automatically call the fire service once the smoke detector has operated.
- The building is designed to contain a fire where it starts. This means that usually it will be safe for you to remain in your flat if the fire is elsewhere in the building.
- You must leave your flat immediately if smoke or heat affects your home, or if you are told to do so by the Fire Service.
- If you are in any doubt get out.

Appendix 4

Parkland View Assisted Living

This building is fully sprinklered throughout therefore any fire should be controlled and possibly extinguished by the operation of the system.

If fire breaks out in your home:

- Leave the room where the fire is straight away, and if safe to do so close the door.
- Inform everyone in your home and get them to leave. Close the door to your flat behind you.
- Do not stay behind to put the fire out.
- Activate a red manual call button (adjacent to each exit) and
- Call the Fire Service 999
- Wait in the corridor if it safe to do so for the care staff to arrive and tell them what has happened so they can inform the fire service on arrival.

If you see or hear of a fire in another part of the building:

- This building has a communal fire alarm, if you are in the communal areas when the fire alarm sounds then make your way outside and await further instructions from the care staff or the Fire Service.
- If you see a fire, activate the fire alarm by operating the red manual call point
- Call the Fire Service 999 if you are in the communal areas then leave the building.
- The communal fire alarm is connected to a remote call centre and they will automatically call the fire service once the smoke / heat detector has operated.
- The building is designed to contain a fire where it starts. This means that usually it will be safe for you to remain in your flat if the fire is elsewhere in the building.
- You must leave your flat immediately if smoke or heat affects your home, or if you are told to do so by care staff or the fire service.
- If you are in any doubt get out.

To Call the Fire Service

- The building is connected to a remote call centre who will contact the fire service if the fire alarm in the communal areas or in the flat.
- You should still Dial 999
- When the operator answers ask for the Fire Service.
- Give the address of the fire and any further information requested by the fire service.
- Do not end the call until the Fire Service has repeated the address correctly.

Appendix 5

Derby Homes Office Locations

Action on discovering a fire:

1. Raise the alarm by shouting fire and operating one of the manual call points located by each exit from the building.
2. If you are not a the senior manager then leave the building by the safest available route do not stop to collect personal belongings and report to the assembly area ensure that any visitors are escorted to the assembly area .
3. Senior managers put on high visibility jackets and carry out a search of the building closing doors and windows after the room has been checked.
4. Only attempt to tackle the fire if trained to fire marshal standard and if it is safe to do so (small fire, clear escape, only discharge one extinguisher).
5. Ensure that someone has called the Fire Brigade by dialling 999
6. Do not return to the building until given the all clear by the Fire Brigade.
7. Action on hearing the alarm in your building
 - Leave the building via the safest available route do not stop to collect personal belongings and report to the assembly area ensure that any visitors are escorted to the assembly area.
 - If a fire can be confirmed or there is a smell of smoke call the fire service from your mobile or by land line from a different building on site.
 - Give operator your telephone number.
 - Ask for the fire service and give the full address and postcode for the site and which building is affected.
 - Is everyone accounted for or are there persons still missing.
 - Do not replace receiver until address has been repeated by the Fire Service control operator.

Action for Fire Marshalls on hearing the alarm:

- Check which zone/area has been activated by viewing the alarm panel.
- Check that all areas of the building are clear of people including stores, toilets and kitchen. If there are two Fire Marshals on duty, divide the search between you if the opportunity arises.
- If there is no fire then the fire alarm can be re-set and staff allowed back into the building.
- If a fire is confirmed ensure that the Fire Service is called on 999.
- Shut off machinery and/or the gas supply if safe to do so.
- Once the building is clear, go to the assembly point closing doors behind you.
- Close the main doors but do not lock them access may be required by the Fire Service.
- Where possible the Fire Marshal should meet the Fire service and inform them of any persons who remain in the building, areas that have not been checked, report any signs of fire observed and the zone indicated on the panel and the location of any hazards to the Fire Service e.g. flammable substances.
- Take steps to prevent people re-entering the premises until the fire Service instructs otherwise.
- Once the Fire Service announces that the building is safe, Fire Marshals will inform staff that they may return to the building.

Appendix (A)
Competent persons

Position:	Competent person:
Managing Director of Derby Homes	Maria Murphy
Derby Homes Fire Safety Officer	Barry Wilson
Health and Safety Managers	Stuart Hufton / Lee Wheatley
Director of Investment & Maintenance	Shaun Bennett
Head of Housing Management and Housing Options	Clare Mehrbani
Head of Repairs	Steve Bayliss
Senior Maintenance Surveyor	Mario Preite
Estate Maintenance Manager	Richard Holman
Housing Manager	Gaynor Sladen
CDM Health and Safety Officer	Steph Herrod