



# DOVECOTES TMO

FIRE SAFETY MANAGEMENT POLICY

# Dovecotes Tenant Management Organisation

## Responsibility (Retained / Delegated)

		Dovecotes							
		Delegated or Retained	Is this a landlord Responsibility?			Organisation Responsible			
			Tenant	Lease-holder	Free-holder	TMO	WCC / WH		
<b>1.9</b>	<b>Fire Safety</b>								
	1.9.3	Fire Fighting or protection systems, including hard wired smoke alarms and detectors other than those installed as a “gift” to the resident.	D	✓	✓		✓		
	1.9.4	Fire Safety Checks in communal areas, including shared entrances and stairwells	D	✓	✓		✓		
	1.9.5	Fire Safety Checks, of Void Properties prior to re-letting.	D	✓	✓		✓		
	1.6.6	Carbon monoxide detectors installed by the council	D	✓	✓		✓		
<b>1.10</b>	<b>TMO Office/s and non-domestic buildings</b>								
	1.10.1	Repair and Maintenance of the TMO office	R					✓	
	1.10.2	Repair and Maintenance within the TMO office of;	C.	Fire Equipment	R				✓
			D.	Smoke Alarms	R				✓
			E.	Emergency Lighting	R				✓
			H.	Fire Risk Assessments	R				✓

# Dovecotes Tenant Management Organisation

## Fire Safety Responsibility Chart

OVERALL ACCOUNTABILITY  
DOVECOTES TMO BOARD

RESPONSIBLE PERSON  
**AMIE MERRY**  
CHIEF OFFICER

COMPETENT PERSON  
**SARAH REAY**  
SENIOR HOUSING OFFICER

COMPETENT PERSON  
**WARREN FRAYS**  
SENIOR MAINTENANCE OFFICER

NOMINATED COMPETENT PERSON  
**LYNDSEY BECKETT**  
REPAIRS ADMINISTRATOR / CASHIER

# Fire Safety Management Policy

## Policy Statement

Dovecotes TMO will ensure, so far as reasonably practicable, that the risk from fire will be managed in compliance with the appropriate fire safety legislation, guidance and best practice standards.

Management of fire risks will be undertaken in such a way to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the organisation.

Dovecotes TMO recognise and accepts its statutory responsibilities as a managing agent in relations to Fire Safety and is committed to comply with the **Regulatory Reform (Fire Safety) Order 2005**.

Dovecotes TMO have the **delegated** responsibilities as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

**The City of Wolverhampton Council / Wolverhampton Homes** have the **retained** responsibilities in regards Repairs & Maintenance within the TMO building as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

## Arrangements

In order to help minimise the likelihood of fire occurring, and also to minimise the consequences in the event that a fire occurs, Dovecotes TMO will:

- Ensure suitable and sufficient fire safety checks are undertaken
- Ensure reasonably practicable preventative and proactive measures, to minimise risk from fire are identified, implemented, monitored and reviewed.
- Ensure adequate maintenance, inspection and testing of emergency equipment.
- Ensure regular fire safety inspections are conducted
- Ensure compliance with applicable legislation.

In order to achieve this Dovecotes TMO will ensure the following:

### Tenanted Properties

Within tenanted properties:

- A working Smoke Detector
- Fire Safety Advice (i.e. Hearing-Impaired Smoke Alarm)
- 5-year Electrical Installation Condition Report (EICR)
- A working Carbon Monoxide Detector
- Tenants Guide to Fire Safety

## Void Properties

Within Void Properties:

- Isolation of Void Properties

Gas Supply – Isolated / Capped / Checked / Repairs / Certification

Electric Supply – Isolated / Tagged / Checked / Repairs / Certification

- A working Smoke Detector
- Test and Commission on Tenancy
- Tenants Guide to Fire Safety

## The Housing Office

Within the TMO Housing Office:

- Ensure Fire Safety Checks are undertaken
- Ensure Fire Alarm System is tested weekly
- Ensure Emergency Lighting is tested monthly
- Ensure Fire Equipment is tested monthly
- Ensure Regular (PAT) Portable Appliance Testing takes places annually

## **Information and Training**

Dovecotes TMO will provide information and training for all employees to ensure that they are aware of the dangers and risks that can be associated with Fire.

The following courses are recommended:

Fire Safety (e-learning) via the City Council's Learning Hub

Fire Safety Awareness (e-learning) via the City Council's Learning Hub (e-learning)

Fire Marshal Training (e-learning) via the City Council's Learning Hub (e-learning)

## **Policy Review**

This Fire Safety Policy will be reviewed annually or as legislation changes.

Review Date: - **JUNE 2019**

Chair (Dovecotes TMO)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Chief Officer (Dovecotes TMO)

Name \_\_\_\_\_ Signature \_\_\_\_\_



# **Additional Information**

## **Shared User Responsibilities**

There is a shared user responsibility within the building.

The Housing Office  
Ryefield  
Pendeford  
Wolverhampton, WV8 1UD

The building is owned by: City of Wolverhampton Council

The building is occupied by:

Dovecotes Tenant Management Organisation – **Downstairs** (Leased off the City Council)

City of Wolverhampton Council Mental Health Team – **Upstairs**

## **Mental Health Team**

The Mental Health Team undertake: -

Checks to Fire Call Points – tested weekly (The **WHOLE** building)

Emergency Lighting – tested monthly (The **WHOLE** building)

Fire Equipment - **UPSTAIRS ONLY.**

The maintenance contact is with Interserve Fire Services

Capital Tower  
91 Waterloo Road  
London  
SE1 8RT

[www.interserve.com](http://www.interserve.com)

Responsible Person - Denise Humpage (Office Manager)

## **Dovecotes Tenant Management Organisation**

Dovecotes Tenant Management Organisation undertake: -

Fire Equipment - **DOWNSTAIRS ONLY.**

Contract with Bryland Fire Protection

Pear Tree Lane  
Dudley  
West Midlands, DY2 0QY

[www.brylandfire.com](http://www.brylandfire.com)

Responsible Person – Amie Merry (Chief Officer)