



Millat Asian Housing
Association
'Community Based
Community Led'

MILLAT ASIAN HOUSING ASSOCIATION
Fire Risk Assessment Management Policy & Procedure

PURPOSE:

This policy sets out Millat's approach to meeting its obligations to assess the risk of fire within its housing stock.

Approved by the Board on April 2024

To be reviewed in April 2027

1.0 Policy Statement

This policy outlines Millat's approach to meeting its obligation to assess the risk of fire within its housing stock.

Millat believes that the safety and well being of its tenants is paramount and will make every effort to ensure that all reasonable measures are taken to minimise the risk of fire. Millat will make sure that a fire risk assessment is carried out and a fire management plan is maintained in all blocks of flats where there are common parts and in Houses In Multiple occupations (HMOs).

Millat will ensure that adequate training is provided to key staff to make sure that our legal obligations are met. This training will be delivered by a suitably qualified organisation or person.

2.0 The Legal Position

Article I. The Regulatory Reform (Fire Safety) Order 2005 (FSO) came into effect in October 2006 and replaced over 70 pieces of fire safety law.

Article II.

Article III. The FSO applies to all non-domestic premises in England and Wales, including the common parts of blocks of flats and HMOs.

Under the FSO, the 'responsible person' must carry out a fire risk assessment and implement and maintain a fire management plan.

Our partner Association's tenancy agreement, which we manage, forbids the storage or use of any mobile gas heaters, cylinders, oil burning appliances, paraffin or petrol on the premises thus reducing the risk of fire.

3.0 Definitions

The 'responsible person' can, under the Order, be anyone who has control in a building or anyone who has a degree of control over certain areas or systems.

4.0 Responsibilities

The 'responsible person' is the Housing Officer & Housing Manager.

5.0 The Fire Risk Assessment

The fire risk assessment should follow the recommended 5 key steps (appendix A) which are:

- Identify fire hazards
- Identify people at risk
- Evaluate and act
- Record, plan and train

- Review

The findings should be recorded on the risk assessment record form (appendix B)

6.0 Prioritising Fire Risk Assessments

In terms of assessing risk from fire Millat has placed its properties into two categories:

Category A - All flats which have a door to the main street (appendix C).

Category B – All flats which can be accessed via open staircases i.e., those that do not have a door to the main street (appendix C).

7.0 Procedure for Carrying Out Fire Risk Assessments

Only staff who have been on fire risk assessment training will carry out fire risk assessments in Millat properties.

For category B properties the checklist (appendix A) should be completed, and the findings transferred onto the risk assessment record form (appendix B).

The checklist should be stapled to the risk assessment record form and filed in the fire risk assessments file.

All action points arising from the risk assessments should be given a realistic deadline and the 'responsible person' should carry out checks to ensure that they have been actioned.

8.0 Reviewing Fire Risk Assessments

All fire risk assessments should be reviewed annually. Although it is likely that there will have been few changes this cannot be guaranteed. Improvement works may have altered the layout of the block and a change in tenants may have resulted in communal areas becoming cluttered with a variety of artefacts.

Although fire risk assessments will be reviewed annually the testing of fire alarms will be carried out monthly by the Housing Officer who will maintain the record of the tests (Appendix D).

9.0 New Handovers

A Fire Risk Assessment will be carried out on all new developments at the point of handover. Housing management staff must be properly trained in operation of any fire safety equipment.

10.0 Policy Review Date

This policy will be reviewed every three years. The next review is due in April 2022

Article IV. Fire Risk Assessment - Form for recording significant findings

Risk Assessment – Record of significant findings		
Risk assessment for Building:	Assessment undertaken by	
Location:	Date:	
Sheet number Floor/area:	Completed by:	
	Signature:	
	Use:	
Step 1 – Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Step 2 – People at risk		
Step 3 – Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of the fire occurring		
(3.2) Evaluate the risk to people from a fire starting in the premises		
(3.3) Remove and reduce the hazards that may cause a fire		
(3.4) Remove and reduce the risks to people from a fire		
Assessment review		
Assessment/review date	Completed by	Signature
Review outcome (where substantial changes have occurred a new record sheet should be used)		

Notes:

(1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.

(2) The information in this record should assist you to develop an emergency plan; co-ordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.

Appendix C

Category A properties – all flats which have a door to the main street.

Block / Estate	Communal Door	Estate	Communal Door
19 – 24 Aitken Close		Wandle Valley, CR4 4AS	
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Appendix C

Millat Asian Housing Association

a) FIRE ALARM PANEL TEST RECORD SHEET

Fire alarm panels should be tested monthly in accordance with the agreed testing programme.

Scheme _____

Date	Box Number/ floor level	Result (OK/Fault)	Identify Fault (if yes)	Action Taken