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Fire Safety Management Plan – Housing Assets

August 2026

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1. Introduction, Objectives and Purpose

1.1. This Management Plan (MP) sets out the arrangements and procedures for the safe fire management and follow-on works in properties owned, managed, and maintained by the housing department of Melton Borough Council.

1.2. This MP provides detailed advice for the safe fire management in these properties, including those in individual properties, flats, sheltered schemes and offices.

1.3. The MP has been prepared to comply with legislative guidance detailed in a subsequent section of this document. The plan is in accordance with the statutory requirements set out in the Fire Safety (England) Regulations 2022 and Health and Safety at Work Act 1974, aiming to protect the health, safety, and welfare of all residents, employees of Melton Borough Council (MBC), contractors, consultants, and members of the public who may enter the buildings and/or perform work on the building.

1.4. To ensure best practices, the Housing Department of MBC will manage all fire safety in the properties for which it is responsible. MBC, as the landlord, is required to ensure that the property has suitable provisions made and all inspections are carried out.

1.5. The Housing Asset Management Team recognises that properties without suitable provisions impose an increased risk of fire and spread of fire.
A main objective of this plan is, therefore, to ensure that controls of the highest standards are in place for all responsive and planned building-related works and projects, ensuring the safety, health, and wellbeing of all those who undertake the works, those who may be affected by the work activities—principally the residents—and all others who may visit the properties upon completion of the works.

1.6. This document details the organisational arrangements to ensure the objectives of this MP are achieved, and the responsibilities and duties of all those who are directly or indirectly involved in the Housing Department's procedures to ensure that the MP is safely managed at all times.

2. Scope of this Management Plan

2.1. This MP applies to the safe management, inspections, and repairs of properties owned by MBC and managed by the MBC Housing Department, this stock number is not static and is subject to change.

2.2. As of August 2026, the housing portfolio includes 1,800 properties. This stock includes the following types of properties:

- 1 Bed Bungalow
- 1 Bed Flat (Extra Care)
- 1 Bed Flat
- 1 Bed Flat (Sheltered)
- 2 Bed Bungalow
- 2 Bed Flat
- 2 Bed House
- 2 Bed Maisonette
- 2 Bed Flat (Sheltered)
- 3 Bed Bungalow
- 3 Bed Flat (Extra Care)
- 3 Bed House
- 3 Bed Maisonette
- 4 Bed House
- Bedsit Flat (Extra Care)
- Bedsit Flat
- Bedsit (Sheltered)

2.3. There are 3 sheltered accommodation schemes which include offices:

- Granby House in Melton Mowbray
- Bradgate Flats in Asfordby
- Wilton Court in Melton Mowbray

2.4. In addition, there is an extra care scheme at Gretton Court with offices.

2.5. There is a small amount of non-domestic premises, this includes 2 community rooms and 2 community centres.

3. Legislative Requirements

3.1 In preparing this Fire Safety Management Plan, the Housing Department of MBC recognises that consideration must be given to the requirements and compliance with the following legislation, regulations, approved codes of practice, and guidance documents published by the Health and Safety Executive and requirements of the Fire Safety Regulations and Regulator of Social Housing:

- The Health and Safety at Work, etc. Act 1974 (HSW Act) requires employers to conduct their work in a manner that minimises health and safety risks to employees and to provide information to anyone else about their workplace that might affect their health and safety. Section 3 of the Act contains general duties to persons other than employees, and Section 4 contains general duties for anyone who has control over a workplace.
- The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to themselves, their employees, and anyone else affected by their business activities. These regulations require employers to make appropriate arrangements to protect the health and safety of those directly involved in work activities and those who may be affected.
- The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to maintain workplace buildings to ensure the safety of all building occupants.
- The Construction (Design and Management) Regulations 2015 require clients in construction, refurbishment, and demolition projects to provide pre-construction information relating to the risks associated with the works to be undertaken, including the presence of hazardous materials. Additionally, these regulations require that at the conclusion of projects, a Health and Safety file is prepared, which must include all relevant information.
- The Defective Premises Act 1972 requires landlords to take reasonable care to ensure that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.
- The Housing Act 2004 requires housing authorities to assess housing conditions and take relevant enforcement action should any conditions detrimental or harmful to tenants be identified.
- The Housing Health and Safety Rating System – Operating Guidance as made under the provisions of the Housing Act 2014 – holds the landlord responsible for the provision, state, and proper working order of all systems.
- Landlord and Tenant Act 1984 - A landlord must ensure homes are safe and fit to live in during the whole of a tenancy.
- Electricity at Work Regulations 1989 – Highlighting what can be done by duty holders to achieve electrical safety compliance which relates to general building safety, the alarms and lighting.
- The Building Regulations 2010 - Part P, how to ensure work complies with the regulation including technical requirements.
- The Building Safety Act 2022 - The Act focuses on raising safety standards, improving competence, and ensuring clearer standards and guidance.
- The Regulatory Reform (Fire Safety) Order 2005 - It places legal duties on the "Responsible Person" (usually the owner or landlord) to take reasonable fire

safety precautions in all non-domestic premises and the common parts of multi-occupied residential buildings.

- Fire safety in purpose-built blocks of flats 2011 – updated 2024 – Supports in how to manage homes in blocks of flats and provides practical guidance.
- The Fire Safety Act 2021 - clarifies the scope of the Regulatory Reform (Fire Safety) Order 2005 (FSO) in relation to multi-occupied residential buildings in England.
- Fire Safety Act 2021 - Clarifies and extends fire safety responsibilities for multi-occupied residential buildings, focusing on structures, external walls, and flat entrance doors.
- Fire Safety (England) Regulations 2022 – Introduced to implement the recommendations from the Grenfell Tower inquiry, requires the landlord to ensure safety measures are undertaken.
- LACoRs – Guidance and advice on home safety that brings together multiple agencies and residents and highlighting everyone has an involved interest.
- DCLG Fire safety guide for purpose-built blocks of flats,
- NFCC Fire Safety guide for specialised housing and
- Other guidance published by the Home Office

3.2 In preparing this Fire Safety Management Plan, the MBC Housing Department is particularly aware of the need to specifically address compliance with Regulation 4 of the Control of Asbestos Regulations 2012 when completing making major changes. The existing survey for the site must be checked, and advice from the Voids and Repairs Manager or Building Safety and Asset Compliance Lead should be sought if support is required. The broad legal requirements of this regulation are to:

- Undertake a suitable and sufficient assessment to determine whether asbestos-containing materials (ACMs) are present in the buildings for which they are responsible.
- Take reasonable steps to locate materials liable to contain asbestos.
- Presume that materials contain asbestos unless there is strong evidence to support that they do not.
- Assess the risks posed by the presence of the identified ACMs.
- Assess the likelihood of anyone being exposed to asbestos from such materials.
- Make a written record of the location and condition of the ACMs and presumed ACMs and keep it up to date.
- Ensure that any asbestos materials, or materials suspected of containing asbestos, are maintained in good condition or, where necessary, safely removed.
- Prepare a plan to manage the risk associated with the presence of the asbestos and put this into effect to ensure that information on the condition of ACMs is given to all persons likely to disturb them.

4. The Principles of Fire Management

4.1 The common principles of fire safety management are typically as follows:

- Fire-safe by design - Ensure the property meets requirements, building materials, layout Compartmentation etc to prevent spread of fire and potential for structural collapse
- Risk assessment - Regularly evaluate risks, implement safety policies, and conduct formal fire risk assessments
- Review the FRA – Review regularly to ensure the FRA remains current and reflects all risk
- Identifying persons at risk – Staff, residents, contracts visitors, members of the public
- Fire prevention - Stopping a fire from starting by managing ignition sources, maintaining electrical systems, and reducing flammable materials.
- Fire protection measures - Alarm systems, detection, firefighting equipment etc is supplied, maintained and monitored
- Procedures and arrangements
- Maintenance of fire safety systems and record keeping.

5. Organisational Arrangements for Fire Safety Management and Associated Employee Responsibilities

5.1 Responsibilities of Melton Borough Council

5.1.1 The Melton Borough Council have the ultimate responsibility for ensuring that appropriate arrangements are in place for the safe management of all fire safety in all the properties owned, managed, and maintained by the Council including those properties included within the Housing Portfolio.

5.1.2 The Council must ensure that there are adequate arrangements and procedures in place to ensure the safe management of fire risks within the residential housing stock and sheltered schemes owned, managed, and maintained by the Council.

5.1.3 The Chief Executive is the ultimate duty holder for health and safety matters but has delegated under the FSO 2005 the Responsible Person for fire safety management to the Assistant Director for Housing Quality, Development and Landlord Services who must ensure that adequate arrangements and procedures are in place to ensure all properties that are MBC owned.

5.2 Responsibilities of the Chief Executive Officer

5.2.1 The Chief Executive Officer has delegated the Responsible Person for Fire Safety Management to the Assistant Director for Housing Quality, Development and Landlord Services.

5.2.2 The Chief Executive Officer must ensure that the requirements of The Housing Act 2014 to manage and maintain Fire Safety Management in properties owned by MBC and that there are sufficient financial and employee resources available at all times to facilitate consistent compliance with the requirements of the Regulations and the associated Approved Code of Practice and relevant guidance listed in Section 3 above

5.2.3 In the context of this Fire Management Plan, the Chief Executive has a duty to ensure that fire safety across the Council's Housing stock is managed safely.

5.2.4 In addition, the Chief Executive Officer must ensure, in compliance with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Defective Premises Act 1972, and the relevant provisions of the Housing Act 2014, FSO 2005, Fire Safety Act and Fire Safety (England) regulations that fire safety is managed and maintained at all times to ensure that residents, employees of the Council , consultants, contractors engaged for maintenance and other building related works and others who may gain authorised access to the properties are in a safe environment.

5.2.5 Through this Fire Management Plan, the Chief Executive has delegated the Duty Holder responsibilities for fire safety across the housing property portfolio to the Assistant Director for Housing Quality, Development and Landlord Services who must ensure that the Duty Holder requirements for fire safety management for the housing property portfolio are complied with.

5.2.6 Notwithstanding, the Chief Executive Officer will continue to retain the ultimate responsibility on behalf of the Council for ensuring the safe management of fire safety in all buildings owned, managed, and maintained by the Council.

5.3 Responsibilities of the Director for Housing and Communities

5.3.2 To ensure that the Duty Holder responsibilities for fire safety management are being fulfilled, the Director for Housing and Communities will, together with the Assistant Director for Housing will monitor the compliance of the Housing Asset Management Team in achieving the fire safety management requirements of legislation and Guidance referred to earlier in this management plan.

5.3.3 Where the Director for Housing and Communities receives any reports or indications that fire safety management provisions are not being complied with, consideration will be given to the necessity for preparing a report to be submitted to the Chief Executive for informing the Cabinet and Members of the Council.

5.4 The Responsibilities of the Assistant Director for Housing Quality, Development and Landlord Services

5.4.1 As a consequence of the delegation of the Duty Holder responsibilities for fire safety management made by the Chief Executive Officer, Assistant Director for Housing Quality, Development and Landlord Services must ensure that the Duty Holder responsibilities for fire safety management across the Council's Housing property portfolio, are fulfilled on an ongoing basis.

Specifically

- there is an appropriate management structure to facilitate the compliant and safe management of fire safety in all the properties managed and maintained by the Council's Housing Assets Team
- detailed responsibilities and functions for fire safety management are appropriately defined and delegated.
- those to whom fire safety management responsibilities and functions are delegated, have the necessary skills, knowledge, experience, and time to effectively carry out their duties

- where necessary, additional training is provided to those to whom fire safety management functions and responsibilities are delegated in order to provide them with the necessary knowledge and skills to effectively carry out their duties
- there is a detailed Plan in place i.e., Fire Management Plan, which sets out how the Housing Department will manage the fire safety across the housing portfolio and that the plan is reviewed and updated periodically at intervals not exceeding 12 months, and more regularly where circumstances may dictate, to ensure that the fire safety management arrangements are current and effective at all times.
- ensure that adequate financial provisions are made for the required and effective management of fire safety across the Housing property portfolio.

5.4.2 The Assistant Director for Housing Quality, Development and Landlord Services will be accountable to the Director of Housing and Communities to ensure that all fire safety management requirements within the Housing Asset Management Team are undertaken and complied with on a day-to-day basis, all as set out in in this Fire Management Plan.

5.4.3 In addition, the Assistant Director for Housing Quality, Development and Landlord Services will be responsible for ensuring that the housing asset team have the necessary skills, knowledge and experience required to effectively undertake their fire safety management roles and that they are provided with the necessary levels of authority, time, and financial provision to undertake their duties effectively.

5.5. The Responsibilities of the Housing Asset Manager

5.5.1 The Housing Asset Manager has been delegated as deputy to the Assistant Director for Housing Quality, Development and Landlord Service as Responsible Person for Fire Safety within the Council. The Housing Asset Manager will ensure the following is complete by the housing asset team;

- Ensure that appropriate and adequate fire safety measures are in place for all communal and properties across the Housing Property Portfolio.
- A programme of Fire Risk Assessment is in place to ensure that all properties are assessed and the FRAs reviewed in a timely manner.
- Records are available to include fire servicing, and internal weekly, monthly checks and repairs to provide suitable evidence of this.
- Systems are in place for the periodic service of equipment that are identified as being requiring it.
- Where works are required, reference is made to the Asbestos Management Plan and its requirements are followed.
- Fire safety work generally, the Housing Asset Manager will ensure, through discussions with the Deputy Director of Housing, and the Senior Technical Accountant for the Housing Revenue account, that adequate financial provisions are

included in annual budgets to facilitate the undertaking of necessary additional fire safety works.

- Ensure that all members of Housing Asset Management Team involved in work where they may have a role in fire safety management, receive the appropriate level of training.

5.6 Responsibilities of the Voids and Repairs Manager

5.6.1 The primary responsibility of the Voids and Repairs Manager is to manage the undertaking of the responsive repairs across the whole of the Housing property portfolio including those required in occupied properties and in void properties prior to them being re-occupied.

5.6.2 In undertaking this role, the Voids and Repairs Manager oversees the work being undertaken by the Repair and Maintenance Contractors and the appointed contractor is contract managed by the Building Safety and Asset Compliance Lead and Senior Planned Officer.

5.6.3 The Voids and Repairs Manager will, in conjunction with the Voids and Responsive Repairs Officers and the Repair and Maintenance Contractors determine whether any work may be required to the fire safety items previously referenced in this section.

5.6.4 In the event of it being necessary to undertake works the Voids and Repairs Manager will, in conjunction with the Voids and Responsive Repairs Officers will consider if there is an ACM risk and will refer to the Asbestos Management Plan.

5.6.5 In relation to void properties the Voids and Repairs Manager will liaise with the Voids and Repairs Coordinator and the Voids and Responsive Repairs Officers to determine what repairs works may be necessary to prepare the void properties for re-occupation. During this process consideration will be given to what fire safety measures are needed in the property, e.g. detection.

5.6.6 The Voids and Repairs Manager will in addition be a point of contact for the Housing Officers for them to raise any concerns relating to the condition of properties or repairs including fire safety which they may identify following any visits they undertake to occupied properties. The necessity for repairs will be assessed by the Repairs Officer.

5.7 The Responsibilities of the Building Safety and Asset Compliance Lead

5.7.1 The primary responsibility of the Building Safety and Asset Compliance Lead is to oversee and provide advice on Health and Safety Compliance for the Housing Asset Management Team.

5.7.2 In relation to fire safety management the Building Safety and Asset Compliance Lead will

- Manage the programme of fire risk assessments, liaising with assessors and facilitating access to properties
- Where necessary order new inspections and services to replace those that are thought to be incomplete or inadequate.
- Receive the inspection reports and data when this becomes available
- Review the new reports to ensure they meet requirements
- Provide all reports to the Senior Asset Strategy Officer and System Officer for input of data to the NEC system.
- To administer the Contractor Approvals Procedures for the Housing Asset Management Team
- To prepare data and lead of inspections by external parties, e.g. Fire service.

5.8 The Responsibilities of the Compliance Assistant

5.8.1 The Compliance Assistant will assist the Building Safety and Asset Compliance Lead in undertaking the work allocated to that role.

5.8.2 In addition to these works, weekly testing and inspections will take place in communal areas of general needs flats by the compliance assistant.

5.9 The Responsibilities of the Voids and Responsive Repairs Officers

5.9.1 When completing a general inspection or fire safety check to a property the Voids and Responsive Repairs Officer must check all equipment and breaches on site for condition and report any concerns.

5.9.2 Prior to organising any responsive repairs works, the Voids and Responsive Repairs Officers must refer to the Asbestos Management Plan and follow its requirements to ensure works can go ahead safely

5.9.3 The Voids and Responsive Repairs Officer must ensure when works are completed, they inspect the works before signing off and ensure paperwork is completed and provided to the Building Safety and Asset Compliance Lead.

5.9.4 When a property does become void, they will arrange to have fire safety measures, detection, fire doors and compartmentation inspected as part of the voids survey. Any remedials works will be arranged as required in accordance with the Voids process.

5.9.2 The weekly testing normally completed by the compliance assistant in communal areas of general needs flats will be completed by the Voids and Responsive Repairs Officers when required.

5.10 The Responsibilities of the Senior Planned Maintenance Surveyor

5.10.1 Together with all Officers of the Housing Asset Management Team, the Senior Planned Maintenance Surveyor must ensure that during the design phase for planned maintenance work consideration is given to any impact the work may have on fire safety in the property or communal area.

5.10.2 The Senior Planned Maintenance Surveyor must make his team aware of the below which includes the project officer, planned maintenance surveyor and Planned Maintenance administrator.

5.10.3 Report any concern regarding fire safety equipment or breaches on site straight away to the Building Safety and Asset Compliance Lead.

5.10.4 Speak to the Building Safety and Asset Compliance Lead if there are any upgrades needed to fire safety equipment or compartmentation as part of any planned project.

5.10.4 Refer to the Asbestos Management Plan to ensure any work works are carried out safely

5.11 The Responsibilities of the Planned Projects and Major Works Surveyor and the Project Officer

5.11.2 Eensure that during the design phase for planned maintenance work consideration is given to any impact the work may have on fire safety in the property or communal.

5.11.2 Report any concern to fire safety equipment and compartmentation on site straight away to the Building Safety and Asset Compliance Lead

5.11.3 Speak to the Building Safety and Asset Compliance Lead if there are any upgrades needed to fire safety equipment or compartmentation as part of any planned project.

5.11.4 Refer to the Asbestos Management Plan to ensure any work works are carried out safely.

5.12 The Responsibilities of the Voids and Responsive Repairs Coordinator and Housing Repairs Administrators

5.12.1 The Voids and Responsive Repairs Coordinator, assisted by the Housing Repairs Administrators, is the most senior administrator within the Housing Asset Management Team.

5.12.2 Requests for repairs associated with fire safety issues must be treated in accordance with legalisation and policy.

5.12.3 Request for major fire safety works must be approved by the Voids and Repairs Manager or Building Safety and Asset Compliance Lead, and approval must be provided before the admin team raise any orders.

5.12.4 For responsive repairs, the Customer Services Team will pass the request for repairs through to the Housing Administration Inbox. The Housing Repairs Administrators enter the repair request on to the NEC System.
The request for the repair is conveyed to the relevant Repairs and Maintenance Contractor via NEC and where there is a warning that ACMs may be present in the property the information is passed onto the contractor.

5.12.5 On the completion of all repairs work, the Repairs Administrators will process the invoices received for the work undertaken and the issue of payments. It will be confirmed with the Voids and Repairs Manager and Building Safety and Asset Compliance Lead that works have been completed and paperwork has been received.

5.13 The Responsibilities of the Housing Services Manager and Housing Services Team

5.13.1 The Housing Services Manager has overall responsibility for managing all tenancy related matters including

- The sign up of new tenants at the beginning of new tenancies
- The termination of tenancies
- The payments of rents and arrears
- Possible nuisance situations
- Passing information to the Voids and Repairs Team on termination of tenancies

5.13.2 At sign up of new tenants Housing Officers pass on fire safety information to the tenants this includes advice on testing detection, what to do in the event of a fire alarm, use of fire doors, reporting fire risk issues etc.

5.13.3 The Senior Housing Officer and Housing Officers included in the Housing Services Manager's Team will visit the properties included in the Housing portfolio regularly. During these visits it is imperative that they check on the condition of the properties including any fire safety issues. This may include tenant vulnerabilities or particular risks within the property.

5.13.4 During visits Housing Officers should also check there is working detection. Any issues must then be reported to the Housing Assets team.

5.13.5 The Housing Services Manager must ensure that the Senior Housing Officer and Housing Officers are aware the above requirement for detection and carry out their duties accordingly.

5.14 The Responsibilities of the Independent Living Coordinators (ILC)

5.14.1 The Independent Living Coordinators provide on-site management services for the Sheltered Schemes to which they are allocated. It is important for these Officers to report any potential or confirmed detection or fire risk issues in the property to the Housing Assets team

5.14.2 The Independent Living Officers provide on-site management services for the Sheltered Schemes to which they are allocated. They will complete weekly checks the site and will report any detection or fire risk issues on site to the Housing Asset team.

5.15 Responsibilities of the Corporate Health and Safety Officer

5.15.1 The Corporate Health and Safety Officer will provide guidance and advice to the housing asset team on the fire risk management arrangements and procedures.

5.15.2 In addition the Corporate Health and Safety Officer will arrange for periodic internal audits on site that include the fire risk management procedures

5.15.3 In the event of any fire related incidents, the Corporate Health and Safety Officer will be informed so that the incident can be investigated and decisions taken as to whether the occurrence is reportable to the Health and Safety Executive under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

5.15.4 Depending on the nature of the incident investigations will be carried out by a team including the Corporate Health and safety Officer, members of the Housing Asset team and members of the Housing Services team

5.16 The Responsibilities of the Corporate Human Resources Team

5.16.1 In the event of fire incident to affecting an employee the Corporate Human Resources Team will provide all necessary support to the employees to address their concerns.

5.16.2 In the unlikely event of it being considered necessary for an individual to be subject to medical examination following an incident, this will be arranged by the HR Team.

5.17 Senior Asset Strategy Officer

5.17.1 The Senior Asset Strategy Officer is responsible for making sure that all the fire servicing and maintenance data is loaded into the NEC system. This includes location and type and expiry dates for detection, installation dates and details of fire doors fitted, servicing and maintenance information

5.18 The Responsibilities of the Housing Systems Officer

5.18.1 The Housing Systems Officer is responsible for assisting the Senior Asset Strategy Officer by loading the fire servicing and maintenance data into the shared systems.

5.19 The Responsibilities of the Appointed Fire Safety Works Contractor

5.19.1 The Housing Management Asset Team will work with the appointed fire safety contractor to ensure all fire safety works and maintenance are completed to the agreed standard and timeframe.

5.19.2 The requirement for the appointment of fire safety Contractor will be that

- Have employees completing Fire safety works are that are suitably qualified and competent.
- They hold the required Employee Liability Insurance, Public and Products insurance and Professional Indemnity Insurance and provide evidence to MBC.
- On completion of any inspection or works certification is provided electronically to the Building Safety and Asset Compliance Lead for checking

5.19.3 In summary the services provided by the fire safety contractor will be

- Servicing and maintenance of alarms, lighting, fire extinguishers, fire blankets, AOV, door access control, dumb waiter, and waste chute.
- Replacements of any of the above when required.

- Provide certification and evidence of inspections.
- Call outs, including out of hours.
- Provide evidence of all relevant training and certification.

5.20 The Responsibilities of all Contractors

5.20.1 All Contractors who undertake work on the properties managed by the Housing Asset Management Team must

- Report any damage to fire safety equipment or fire safety issues in any property they are working for MBC to the person running the project work.
- Develop emergency procedures, which should be agreed with the Voids and Repairs Manager and Building Safety and Asset Compliance Lead, which can be followed in the event of any inadvertent or accidental disturbance and damages that could to fire safety related issues.

6. The Arrangements for establishing the Location and Condition of Fire Safety Equipment in the Properties Owned and Managed by the Housing Asset Management Team of Melton Borough Council

6.1 Melton Borough Council have adopted a sterile zone approach to all commons areas, this includes drying areas/rooms, walkways, corridors, stairways and gardens. This means that no personal belongings or rubbish is to be stored or disposed of in these areas and will be removed and may be recharged to the resident for removal. Checks are carried out weekly by the Compliance assistant a zero-tolerance approach has been adopted.

6.2 All service documents, tests and certificates are stored on our shared system. Documents are sent by the relevant contractor / assessor within 10 days of completion to the Compliance Team. These reports are checked by the compliance team, stored, and the system is updated accordingly. All Housing Asset team have access to the data.

6.3 The nominated repairs contractor handles raised repair requests, informs us if they have been repaired, or indicates what follow-on work is required. This is managed by the Voids and Repairs Manager and Building Safety and Asset Compliance Lead.

6.4 Stock condition surveys completed provide information on the condition of in properties, this includes providing information on safety concerns, and data on detection enabling us to complete follow-on works. Data is checked by Senior Asset Strategy Officer and logged on the asset data system

6.5 The procured heating contractor will attend all properties with gas/oil/solid fuel annually and provide information on detection in the property, with dates and replace any that are missing, out of date or damaged. An alarm report is produced by the contractor and provided to the Compliance team for review and action if needed

6.6 In addition the electrical contractor visits all properties to undertake fixed wiring checks on a five-year programme and also updates any detection that is damaged or out of date and provides details to the compliance team in a weekly report.

6.7 The Building Safety and Asset Compliance Lead makes the decision on what work is to take place when information returned following on the programme is analysed. If a major repair, or new fire installation is needed, the Building Safety and Asset Compliance Lead determines the suitable solution alongside the Housing Asset Manager.

6.8 If the information returned pertains to a void property, the Voids and Repairs Manager makes the decision on what work is to take place and informs the Building Safety and Asset Compliance Lead.

7. Reports and Electronic Databases

7.1 All external inspection and service documents are provided by the relevant contractor by email or via a contractor SharePoint site to the Building Safety and Asset Compliance Lead and Compliance Assistant who then check these documents and save copied on the MBC SharePoint site.

7.2 The above data is used by the Building Safety and Asset Compliance Lead and Compliance Assistant to update the Systems Officer who can update the relevant element on the NEC system.

7.3 Fire risk assessments and the required actions are recorded on the MBC SharePoint system. Actions are tracked and logged. The data from this will be used by the Building Safety and Asset Compliance Lead to report status of fire safety actions.

8. Assessing the Risks Associated in the Properties Owned and Managed Melton Borough Council Housing Asset Management Team

8.1 To manage the risks associated with fire safety in MBC properties effectively, we are committed to ensuring that systems on site are checked, tested, serviced and maintained, and any necessary remedial actions are completed.

8.2 Type 1 Fire Risk Assessments are carried out for communal areas in our residential schemes and blocks of flat. The FRAs are undertaken by independent assessors every three years and are reviewed internally on an annual basis to ensure that actions have been completed and risks remain managed. This frequency is subject to change if there is reason for it to be conducted more often, for example a change to the building or a fire incident

8.3 All void properties have the detection checked and replaced if required before it is relet.

8.2 We ensure that all repairs are promptly addressed, and faults are reported and recorded on the NEC system in a timely manner.

8.3 Managing and monitoring fire safety in MBC properties involves collaboration between the housing asset team and tenancy services, both of which regularly access the properties.

8.4 Key areas of monitoring include:

- The condition of Fire Alarms, Emergency Lighting and Fire Extinguishers in commons areas.
- The extent of any damage or deterioration observed.
- Detection of suspicious smells (e.g., burning odours).
- Monitoring what residents are storing items in sterile zones.
- The condition of detection, alongside the overall property condition.
- Ensure completion of checks and servicing of all equipment associated with fire safety.

9. The Selection and Control of Contractors

9.1 All contractors undertaking work for Melton Borough Council must satisfactorily complete an Assessment of Competence and Resources of Contractors Questionnaire to confirm their ability to meet the Authority's requirements before being added to the Approved Contractors List.

9.2 All contractors used have been procured in line with MBC procurement policy and procedures contractors and have gone through the vetting process.

9.3 Contractors are regularly reviewed for compliance and must provide evidence of employee training and qualifications to MBC. This information is reviewed by the Building Safety and Asset Compliance Lead

9.4 The Housing Building Safety and Asset Compliance Lead gathers additional information from contractors, covering:

- Accreditation for health and safety management systems such as CHAS, Safe contractor, and Constructionline.
- Accreditation to BS EN ISO 9001 for the contractor’s Quality Management System.
- Accreditation to ISO 14001 for the contractor’s Environmental Management System.
- Accreditation to OHSAS 45001 for the contractor’s Occupational Health and Safety Management Systems.
- Accreditation to ISO 27001 for Data Security Management.
- The BAFE SP205 Life Safety Fire Risk Assessment Scheme

9.5 This additional information is recorded and monitored by the Housing Asset Management Administration Team and the Building Safety and Asset Compliance Lead to ensure ongoing compliance with all requirements. Concerns are escalated to the Housing Asset Manager.

9.6 Site-specific risk assessments and method statements are obtained from the contractor before any works commence. These are reviewed by the Building Safety and Asset Compliance Lead before approving the works.

9.7 Project works are supervised by the Building Safety and Asset Compliance Lead, who reports to the Housing Asset Manager. For larger projects, supervision may involve the Project Surveyor along with a Principal Contractor. Project pre-start meetings confirm that the Principal Contractor and all subcontractors maintain necessary accreditations, approvals, and training. Assurance is also sought that all required insurances, including employee, public, products, and contractors' all risks, are in place.

10. Actions to Be Taken in the Event of an Emergency

10.1 It is a landlord's responsibility to ensure the building is in a safe condition in all aspect including safety. MBC has a duty to arrange inspections to prevent avoidable emergencies, and tenants have a duty to allow access as stated in their tenancy agreement. However, there will be unavoidable events that need to be dealt with appropriately.

10.1 If the contractor finds any faults considered to be dangerous when completing any service, they will repair these before leaving the site.

10.2 If the contractor experiences an incident on site that poses a danger, they will report this immediately to MBC. The Housing Asset Team in conjunction with the Corporate Health and Safety Officer will conduct its own investigation into the incident and may request external auditors to attend the site for a detailed investigation.

10.3 For all emergency incidents that occur on site, an Incident Form will be completed and sent to corporate health and safety. They will inform on the actions being taken, which may include reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

11. The Disposal of Redundant Equipment and Materials

11.1 The contractor responsible for replacing any item on site is also responsible for its safe and appropriate disposal. They will remove and dispose of items correctly at a waste and recycling facility.

12. The Action Plan

12.1 In order to ensure that the objectives and actions detailed in this Fire Management Plan are progressed and complied with, The Housing Asset Management Team have developed a Fire Management Action Plan, progress against which will be assessed on an ongoing basis by the Housing Asset Manager, together with the Building safety and Asset Compliance Lead. The Action Plan is provided below.

12.2 The findings of the review will be reported on an annual report to the Assistant Director of Housing. Where there are indications that the objectives of the Fire Action Plan are not being achieved, the Assistant Director of Housing will ensure that appropriate actions are taken to address any shortcomings identified.

Objective	**Responsibly**	**Target Commencement Date**	**Target Completion Date**	**Confirmation of Completion of Action**	**Budget**
Complete the preparation for the new MBC Fie Management Plan.	Housing Asset Manager and Building Safety and Asset Compliance Lead.	20/08/2026	01/10/2026	TBC	NA
All employees of MBC Housing to be provided with access to the completed Fire Management Plan to confirm the duties which are assigned to them within the document.	Housing Asset Manager	20/08/2026	01/10/2026	TBC	NA
Ensure that adequate financial provisions are in place for the servicing, repairs and upgrades.	Assistant Director for Housing Quality, Development and Landlord services, the Housing Asset Manager, and the Senior Technical Accountant	Annually	Annually	Annually	Budget Set Annually.
Continue to update the NEC system with new service documents.	Senior Asset Strategy Officer & The Systems Officer	On Going	On Going	On Going	NA
Continue to store all reports on the shared system	Building Safety and Asset Compliance Lead & Compliance Assistant	On Going	On Going	On Going	NA
Undertake review of Fire Management Plan annually.	Assistant Director of Housing, Housing Asset Manager, Senior Surveyor, and Building Safety and Asset Compliance Lead	Annually	Annually	Annually	NA
Continue to undertake Type 1 independent Fire Risk Assessments for communal areas and ensure actions are addressed	Housing Asset Manager, Senior Surveyor, and Building Safety and Asset Compliance Lead	On Going	On Going	On Going	Budget Set Annually

13. Controlling Entries to the Plan

13.1 The entries to this Fire Management Plan will be managed by the Housing Asset Manager, with support from the Voids and Repairs Manager and Building Safety and Asset Compliance Lead. However, ultimate control resides with the Housing Asset Manager.

14. Monitoring Progress Against Plan Objectives

14.1 Progress in comparison with the objectives of the Fire Management Plan will be collectively reviewed by the Housing Asset Manager, the Voids and Repairs Manager, and the Building Safety and Asset Compliance Lead on an annual basis. If deemed necessary, the Housing Asset Manager will invite the relevant appointed contractor to relevant parts of these meetings to provide advice on specific fire management issues as required.

14.2 The primary method for monitoring progress will involve identifying achievements against the objectives outlined within the Fire Management Plan

15. Review of the Plan Timescales

15.1 Following the completion and adoption of this Fire Safety Plan, the entire document will undergo a formal annual review during meetings involving the Housing Asset Management, Voids and Repairs Manager, and Building Safety and Asset Compliance Lead. If deemed appropriate, the appointed contractor will be invited to attend relevant parts of these meetings to provide advice on specific fire safety management issues. The review will encompass the entirety of the Fire Safety Management Plan document, with consideration given to any necessary amendments.

15.2 The Fire Safety Management Plan will also be reviewed following any fire incidents to determine whether the occurrence was due to a failure of the procedures outlined within the Plan or a failure of individuals to comply with the document's requirements.

15.3 In addition to complying with statutory requirements, the reasons for conducting a review of the Fire Safety Management Plan include:

- Ensuring that inspections and repairs are conducted at the required intervals and within specified timescales.
- Updating fire safety records following inspections or services.

- Evaluating the effectiveness of communication methods.
- Assessing if the requirements of the Fire Safety Management Plan have been effectively communicated to employees and contractors.
- Reviewing any fire safety incidents that may have occurred.
- Analysing the effectiveness of emergency procedures and identifying lessons learned.
- Considering amendments and strengthening of the Fire Safety Management Plan in response to incidents.
- Evaluating if the Fire Safety Management Plan has effectively prevented incidents.
- Reviewing changes in key appointments, arrangements, and responsibilities related to fire safety management, and determining necessary amendments to the Plan as a result.
- Confirming ongoing commitment from Senior Management for effective control and management of fire safety in the premises.

15.4 These reviews are essential to maintain and enhance the effectiveness of the Fire Safety Management Plan, ensuring it remains aligned with operational needs and regulatory requirements.

16. Independent Auditing and Review

16.1 Following a review internally of how fire safety will be monitored, times scales have been established of how often Fire Risk Assessments will be completed externally.

16.2 Every 3 years an external contractor will complete a Fire Risk Assessment at all buildings that require them, which will establish actions that are required for MBC to complete with timescales, the 2 years between the external Fire Risk Assessment being completed an internal Fire Risk Assessment review.

16. 3 Annually Leicester Fire and Rescue Service will contact us to completed audits at an number of sites of their choosing where they will complete a site audit, and an audit of paperwork associated with that site.

16.4 If LFRS find any issues, they notify the Building Safety and Asset Compliance Lead the same day via an automated email when it is logged on their portal. This will also come in writing to the MBC duty holder. Types of notification include

- Notification of Fire Safety Deficiencies: Served for minor breaches
- Enforcement Notices: Issued when inspectors find serious failures that require legal rectification.
- Prohibition Notices: Served to restrict or prohibit the use of premises if there is an immediate risk to life

16.5 Completing work - If there are issues and concerns with the contractor completing the fire safety works the contract manager will address them, this could be either

Building Safety and Asset Compliance Lead, Voids and Repairs Manager or Senior Planned Maintenance Officer. They will address these with the contractor's contract manager and take appropriate action where required.

16.6 For any contractors MBC will audit all across all workstreams via site audits/desktop reviews/WIPs on a risk-based approach.