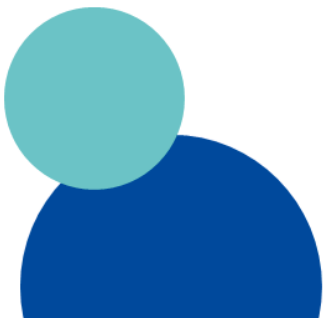




Waverley Borough Council
**Fire Safety Policy and Plan
(Council Homes)**

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Lead Officer / Team: Compliance



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2. Document Information & Governance

2.1 Approval & Publication:

Approving Body	Approval route requirement	Publication Type	Publication requirement	Review frequency	Document owner	Next Review Date
Landlord Service Advisory Board	There are no legal or constitutional requirements for approval	Internal	There are no legal or constitutional requirements for publication	3 years	Drew Roberts	October 2024

2.2 Version Control Information:

Version	Version Status (Draft, Approved /Published Internally or Externally)	Date	Version Comment	Version Author
V0.1	Draft	August 2017	Creation of the document	
V0.3	Approved Draft	August 2017	Approved by Management Board	
V1	Published	August 2017	1 st Publication	
V1.1	Draft	October 2021	Full Annual Review	
V2	Published	February 2022	2 nd Publication	
V2.1	Draft	March 2023	Full Review Following Legislative and Organisational Changes	Drew Roberts
V3.0	Published	June 2023	3 rd Publication	Drew Roberts

2.3 Impact Assessments and Consideration:

Impact Assessment Type	Required / Not Required	Date Completed	Impact Assessments and Considerations Comment	Assessment Owner
Equality Impact Assessment	Required	22/06/2023	This policy aims to have a positive impact for those with physical or sensory impairments or for whom English isn't their first language, by setting a framework that ensures all occupants are protected from the effects of smoke and fire.	Drew Roberts
Data Protection Impact Assessment	Not Required			

Impact Assessment Type	Required / Not Required	Date Completed	Impact Assessments and Considerations Comment	Assessment Owner
Climate Change	Not Required			

3. Policy Statement

It is the policy of Waverley Borough Council (the Council) to recognise, accept and promote its health and safety duties to provide a safe and healthy working environment, as far as reasonably practicable¹, for the safety of residents, contractors, and visitors to the Council's housing premises.

This policy and associated procedures (as listed under 8.1) aim to clarify the Council's approach to fire safety management. It is not the intention that this policy will address fire safety in all scenarios and in all property types but will set a decision making framework for addressing fire safety requirements at individual properties. Fire safety in individual properties will ultimately be dictated by the Fire Risk Assessment process, and application of the relevant guidance current at the time of the assessment.

This policy aims to demonstrate how the Council intends to fulfill its obligations under the fire safety statutory regulations. The Council is required to report fire safety compliance to the Regulator of Social Housing, under new obligations introduced by the Building Safety Act 2022 and Fire Safety Act 2021.

This policy and associated procedures will act to ensure the Council continues to keep all stakeholders, inclusive of residents and officers, safe and informed of their responsibilities.

The policies and procedures put in place by the Council can have a significant impact upon the safety of its residents, officers and contractors. The Council is committed to reducing the risk of fire in its housing stock to the lowest reasonably practicable levels.

3.1 Legislative/Regulatory Context

The Council's undertaking in respect of fire safety is governed by the following statutory requirements:

- Health & Safety at Work Act 1974 (HASAW)
- Management of Health & Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005 – applicable to commercial properties and the communal parts of housing stock
- Fire Safety Act 2021
- Building Safety Act 2022
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Specialised Housing Guidance - National Fire Chiefs Council
- Housing Act 2004 – fire safety
- Regulator of Social Housing's Home Standard
- PAS 79-1:2020 Fire risk assessment. Premises other than housing. Code of practice
- PAS 79-2:2020 Fire risk assessment. Housing. Code of practice
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Smoke-free (Premises and Enforcement) Regulations 2006
- Control of Substances Hazardous to Health Regulations (COSHH) 2002

¹ The term "so far as is reasonably practicable" is vital to the understanding of the Councils approach to managing fire safety. The HSE defines the term as a process to "...weighing a risk against the trouble, time and money needed to control it". The higher the risk, the lower the cost threshold for managing that risk.

The Council will ensure that consultants adhere to the relevant guidance documents and that these are given consideration in the fire risk assessment of its purpose-built and converted housing stock. In collaboration with employed consultants and contractors, nominated officers will monitor best practice and innovation to ensure that its fire safety arrangements remain current and up to date with developing technical standards.

3.2 Roles and Responsibilities

The statutory role of Responsible Person² is held by the Council's Chief Executive.

Associated duties and actions are delegated via the Joint Strategic Director to the Executive Head of Housing who then delegates duties.

These duties sit with the Compliance Manager, as directed by the Operations Manager.

The Compliance Manager is the "Responsible Person" for the Housing Service, with the purpose of implementing Fire Safety Management.

The Responsible Persons hold managerial responsibility and provide monitoring and supervision of the implementation of control measures and will ensure that all operational procedures are carried out in a timely and effective manner.

For further detail regarding the Responsible Person's roles and responsibilities, as well as the responsibilities of officers and other stakeholders, please refer to 8.3.

The Council will employ external Contractors to carry out certain risk assessments and control tasks as well as competent and suitably accredited Consultants to advise the Council and to provide additional competence in this area. The Council will also employ external contractors to undertake remedial actions and testing.

² The Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021, employers and building owners must identify a responsible person. This is defined as the person with ultimate responsibility for health and safety for the building and occupants.

4. Scope of Policy

4.1 Introduction

This policy details the Council's arrangements for meeting its fire safety statutory and regulatory compliance under relevant legislation. The Council recognises its obligations as "the Responsible Person" as defined by the Regulatory Reform (Fire Safety) Order 2005. It is the Council's aim to take fire precautions as directed by the fire risk assessments, within its housing stock that will, so far as is reasonably practicable, to preserve and protect life in the event of a fire and take reasonable measures to prevent fires from occurring.

The scope of this policy focuses on the Housing property portfolio.

It should be noted that, under the definitions set under The Fire Safety (England) Regulations 2022, none of the Council's blocks of flats are classified as exceeding 11m in height and therefore by extension none exceed 18m; with the tallest blocks measuring 10.1m (Chantry's Court and 103 to 117 The Chantrys) based on the method outlined in Building Regulations Approved Document B-2 (Volume 2 Fire safety in dwellings) Appendix D. , however, the Council will treat these two sites as if they fell within the 11-18m category, as identified in The Fire Safety (England) Regulations 2022.

Where premises are mixed use and responsibility is shared between the corporate and housing teams, the Senior Building Surveyor (Corporate Assets) and Compliance Manager (Housing Assets), or whosoever they delegate to, will coordinate to jointly manage fire safety at the affected buildings.

The housing portfolio include the following property types:

- Houses
- Low-Rise flat blocks not exceeding 11m
- Senior Living flat blocks
- Maisonettes
- Bungalows
- Bedsits
- Community rooms
- Garages

5. Strategy and Management Objectives

The **strategic objectives** are:

Prevention of Fire,
Protection of Life - in the event of a fire
Intervention - if a fire occurs and
Communication on fire safety

5.1 Prevention Objectives:

- Maintaining a suitable and sufficient Fire Risk Assessment process in line with PAS 79 (Fire Risk Assessment - Guidance and a recommended methodology)
- We aim to maintain building records, in relation to fire, in line with BS 9997 (Fire Risk Management Systems)
- We aim to design, manage and use buildings in line with BS 9999 (Fire safety in the design, management and use of buildings – Code of practice)
- Providing relevant fire safety information and training to persons occupying Council premises
- Ensuring all fire safety, electrical and mechanical equipment on the Council's estate is regularly maintained, and records kept in line with relevant legislation and HSE guidance. Including cyclical servicing and inspections of gas and electrical installations within flats
- Endeavour to ensure all leaseholders provide a current gas safety servicing certificate, taking enforcement action where necessary under the terms of their lease.
- Ensure that leaseholders who sublet their properties provide a copy of a valid satisfactory electrical installation condition report (EICR) without C1 or C2³ works being required.
- Using processes to ensure flammable products are substituted for less flammable products where appropriate
- Ensure that where any hot works, such as soldering, take place in Council owned properties, the necessary Risk Assessment Method Statement (RAMS) and hot work permits are completed and provided by contractors. Where work has commenced without necessary documentation being provided, operatives to be told to stop work
- Ensure capacity for mobility scooter charging away from tenant accommodation meets tenant demand and where practicable develop a programme for future proofing capacity. Work with tenants to ensure best practice on use of mobility scooters is followed
- Prohibit smoking within internal communal areas or near entrances, ensuring signage is clear and working with tenants to ensure restrictions are adhered to.
- Prohibit the storage of belongings in common areas, including but not limited to: furniture; rubbish; flammable liquids; bicycles and scooters

³ An EICR is an inspection undertaken by a competent electrician, to assess an electrical installations condition and safety, listing deficiencies to be addressed. C1 pose an immediate threat to health and safety, typically being addressed before electrician leaves site, C2 pose a potential risk to health and safety and are typically addressed within 30 days.

5.2 Protection objectives:

- Providing and maintaining a fully automatic fire alarm system, where appropriate, to detect fire
- Install and maintain smoke alarms in all Council homes, ensuring a minimum of one smoke detector per habitable floor and heat alarm in kitchens
- Providing and maintaining sufficient means for giving warning to building occupants that a fire is occurring and the requirement to evacuate the premises safely, where appropriate
- Completing periodic inspection of fire doors where required and undertaking any cyclical repairs to ensure fire doors continue to perform at an optimum standard
- Providing fire escape and fire notice signs which comply with relevant regulations in order to assist occupants to find a safe route from the building or temporary refuge within it
- Providing and maintaining emergency lighting, which will operate in the event of a circuit or sub-circuit failure, to facilitate safe evacuation and effective fire response, where appropriate
- Providing and maintaining primary compartmentation to limit spread of fire through buildings and secondary compartmentation to protect escape routes, and ensuring that this is adequately maintained
- Providing first aid fire-fighting equipment in higher-risk areas, where appropriate to enable trained staff and contractors to secure their means of escape by first-aid firefighting if required.
- Where first aid fire-fighting equipment is provided, ensure staff receive appropriate training and that communication is clear that untrained people should not attempt to use. Whilst tenants are advised not to use fire extinguishers located in high-risk areas, we recognize their right to buy their own fire extinguishers or blanket to keep within their flat
- Implementing and maintaining management procedures to provide a plan for a stay-put approach, or safe evacuation of the occupants of the building, as appropriate, and monitoring these plans to ensure their effectiveness
- Conducting audits of emergency routes and exits by the appropriate on-site staff, including bin store areas where they exist
- Taking action to remove items left along escape route and by fire exits
- Where appropriate, maintain a signing in/out process for all visitors to Council owned premises

5.3 Intervention Objectives:

- Providing assistance and guidance to occupants from buildings, where appropriate, including anyone who may require assistance.
- Assist Senior Living Officers, in developing Personal Emergency Evacuation Plans and keeping property information packs up to date, ensuring significant hazards such as oxygen cylinders have been clearly identified
- Where appropriate, meeting, guiding and liaising with the responding staff from Surrey Fire & Rescue Service. Ensuring causes of fires are understood, to steer any measures to be implemented
- Provide and maintain wayfinding signage in complex buildings, to aid emergency services in responding to fires
- In line with Corporate emergency plan, in the event of a fire ensure information is cascaded to housing officers involved with supporting residents or remediating fire, smoke

or water damage, and ensuring any information collected by attending officers is shared with internal stakeholders and emergency services as appropriate

5.4 Communication Objectives

- Provide all residents living in communal blocks of flats managed by the Council, an annual letter outlining the fire safety arrangements in the building in which they reside and informs residents on the purpose and importance of fire doors
- In sign up packs, provide all new residents to communal blocks of flats managed by the Council the information as outlined in the bullet point above
- Maintain a suitable number of fire action signs on each floor of a communal area, stating what residents should do in the event a fire starts
- Display a poster outlining fire safety matters relevant to the flat block on all communal notice boards
- Keep the Fire Safety Section of the Council's website up to date and relevant
- Work closely with Surrey Fire and Rescue Service (SFRS) on communicating fire safety, inviting SFRS to resident meetings and sign posting tenants to the Safe and Well Visit service
- Communicate to all building occupants, any changes for fire safety arrangements within a building

5.5 Competence

- The council will ensure all consultants and contractors possess suitable and sufficient experience and qualifications, relevant to the fire safety work they undertake on the Council's behalf. Specific details are contained in the procedures listed in 8.1.

5.6 Audit

- The Council will ensure all activities undertaken in relation to fire safety is audited in line with industry best practice. Auditing approach for specific areas of fire safety can be found in the procedures listed in 8.1.

6. Policy Review

This policy will be reviewed every 3 years from the original date of adoption, or sooner if a related incident occurs or circumstances suggest that the policy, either in whole or part, is or is likely to become, no longer valid.

Compliance Manager, in collaboration with the Compliance Officer (Fire Safety), to monitor regulatory changes and assess whether changes require changes to this policy and associated procedures.

7. Author and Feedback

The Council welcomes comments and feedback on its policies and procedures. Please contact the Compliance Manager, Housing Services if you have any comments.

8. Related Information

8.1 Other Documents

Corporate Fire Safety Policy

Communal Area Management Procedure

Electrical Safety Policy

Emergency Lighting Procedure

Fire Detection Equipment Procedure

Fire Risk Assessment Procedure

Gas, LPG and Solid Fuel Policy

Works To Passive Fire Protection Procedure

Corporate Emergency Plan

8.2 Legislation, Codes of Practice and Guidance

The Regulatory Reform (Fire Safety) Order 2005:

http://www.legislation.gov.uk/ukxi/2005/1541/pdfs/ukxi_20051541_en.pdf

Fire Safety Act 2021:

<https://www.legislation.gov.uk/ukpga/2021/24/contents>

Building Safety Act 2022:

<https://www.legislation.gov.uk/ukpga/2022/30/contents/enacted>

Fire Safety in Purpose Built Flats – Guidance from National Fire Chiefs Council

<https://www.local.gov.uk/fire-safety-purpose-built-flats>

Health and Safety at Work Act 1974 (HASAW)

<http://www.legislation.gov.uk/ukpga/1974/37>

Specialised Housing Guidance - National Fire Chiefs Council

<https://www.nationalfirechiefs.org.uk/Higher-Risk-Accommodation>

Management of Health and Safety at Work Regulations 1999 (MHSW)

<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

The Health & Safety (Safety Signs and Safety Signals) Regulations 1996

http://www.legislation.gov.uk/ukxi/1996/341/pdfs/ukxi_19960341_en.pdf

Construction (Design and Management) Regulations 2015 (CDM 2015)

<http://www.legislation.gov.uk/uksi/2015/51/contents/made>

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

<http://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made>

Local Authorities Coordinators of Regulatory Services (LACORS) Housing Fire Safety Guidance:

<https://www.rla.org.uk/docs/LACORSFSguideApril62009.PDF>

Assorted detailed and specific technical guidance is available, see

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

<http://www.legislation.gov.uk/uksi/2013/1471/contents/made>

Current Building Regulations and associated Approved Codes of Practice

8.3 Duty Holder Roles and Responsibilities

In order to ensure the Council adheres to its legal duties, it has appointed the Chief Executive as the Responsible Person who will ensure the following through delegating to other officers (also known as Responsible Persons):

- Identify buildings, components, installations and conditions that present a foreseeable risk;
- Take all reasonable steps to prevent and control the risk from fire in the properties that it owns;
- Ensure that tenants, visitors and staff remain safe from the spread of smoke and fire and ensuring they can be evacuated safely from the building if required;
- Develop and implement its management policy by empowering designated operational staff with the appropriate training, skills and resources needed to effectively manage fire safety;
- Ensure that co-operation between the Council, its employees, contractors and consultants takes place to ensure correct delivery of all policies and procedures;
- Communicate tenants' responsibilities in relation to fire safety and provide advice on what they must do in the event of a fire;
- Maintain in good condition all fire management and fire detection equipment in accordance with manufacturers' guidelines and regulatory framework;
- Maintain up-to-date records of all testing, servicing and maintenance of equipment;
- Undertake Fire Risk Assessments of all communal areas and public buildings (as appropriate) by a competent person (including periodic reviews) and implement recommendations to reduce risks;
- Keep adequate records of risks and management actions;
- Implement procedures for management of fire safety and audit our procedures regularly to make sure they are meeting our needs;
- Review this Policy every 3 Years or sooner if a significant fire incident occurs or circumstances suggest that all or part of it has become invalid.

Role	Responsibilities	Processes and Verification
Chief Executive Responsible Person	<p>Overall and final accountability for fire safety across the Council, specifically responsible for:</p> <ul style="list-style-type: none"> • Ensuring the implementation of this policy at all levels within the organisation and the provision of adequate resources to meet the requirements of that policy • Ensuring that suitable levels of insurance are maintained 	<ul style="list-style-type: none"> • Periodic audit of all fire safety compliance policy, processes and procedures. Ensuring adherence at all levels of the Council • Periodic assessment of housing stock by Estates & Valuation team, to ensure asset values are up-to-date and suitable level of insurance held
Joint Strategic Director	<ul style="list-style-type: none"> • Monitoring and reviewing the effectiveness of the Council's fire safety policy and procedures • Ensuring fire safety arrangements are addressed in the Council's health and safety plans • Ensuring that the installation, maintenance and assessment of fire safety precautions is suitably addressed in budgets submitted for full Council approval • Ensuring that statutory duties in relation to CDM are met by the Housing Team and that all refurbishment, planned or new build projects comply 	<ul style="list-style-type: none"> • All health and safety policies and procedures to go through internal governance, ensuring Joint Strategic Director forms part of process to review and sign off these documents • Involved with approval of budgets in line with the Councils Financial Regulations
Executive Head of Housing Housing Portfolio Devolved Duty Holder Responsibilities	<ul style="list-style-type: none"> • The implementation of this policy within their Service • Monitoring the adherence of this policy and is required to report any non-compliance to the Corporate Management Team • Ensuring that all obligations of the Council with regard to Housing properties are met • Ensuring that the installation, maintenance and assessment of fire safety precautions is suitably addressed in budgets submitted for full Council approval • Ensuring all statutory reporting of compliance statistics is completed by the Housing Service • Ensure housing services have access to appropriate software to record and demonstrate compliance with relevant fire safety legislation 	<ul style="list-style-type: none"> • Submission of fire safety compliance statistics to the Regulator of Social Housing on an annual basis
Operations Manager Housing Portfolio Key Role Devolved Duty Holder Responsibilities	<ul style="list-style-type: none"> • The implementation and adherence to this policy within their Team and reporting non-compliance to the Head of Service • To provide oversight of Health & Safety issues for the Housing Portfolio to ensure 	<ul style="list-style-type: none"> • Include compliancy levels for fire safety in monthly one-to-one meetings with Compliance Manager

	<p>that this policy and associated procedures are robustly followed</p> <ul style="list-style-type: none"> • Nominating a member of the Property Services Team to be responsible for the implementation and monitoring of the Council's Fire Safety Policy, and monthly performance reporting in relation to Housing properties • Ensuring that a programme of fire risk assessments and re-inspections are undertaken and remedial works completed • Ensuring that all fire management and fire detection equipment is tested, serviced and maintained • Inputting into the management of the fire risk assessment and fire equipment maintenance contractors, attending the contract meetings as necessary • Monitoring best practice and innovation in order to ensure that fire safety arrangements remain current and up to date with developing technical standards 	<ul style="list-style-type: none"> • Review monthly and annual fire safety compliance statistics, challenging and questioning any non-compliance with the Compliance Manager and Compliance Officer (Fire Safety)
<p>Appointed Person for a building (Senior Living Officer)</p>	<ul style="list-style-type: none"> • The implementation of this policy within their premises • Ensuring they carry out any actions attributed to the Appointed Person within the plan • Ensuring that any fire risks they become aware of are suitably reported • Reporting any concerns with the management of fire safety in the premises to their Head of Service 	<ul style="list-style-type: none"> • Joint bi-annual inspection of senior living sites by Senior Living and Careline Services Manager, Compliance Officer (Fire Safety) and Senior Living Officer
<p>Surveyors, Inspectors, building maintenance workers and other contractors who work on the fabric of the building</p>	<ul style="list-style-type: none"> • Ensure CDM regulations are adhered to and sufficient fire safety information is included within construction project Health & Safety files • Ensuring that replacement materials used in refurbishment works meet current fire safety standards • Ensuring that any major works or planned maintenance project takes into account fire safety risks and resultant measures required to mitigate risks • Reporting any concerns relating to the building to the appropriate Responsible Person or their council contact in the relevant property team • Adhering to/acting in accordance with this policy and associated procedures 	<ul style="list-style-type: none"> • Discussion around personal health and safety included in annual performance agreement meetings and monthly one-to-one meetings. Ensuring employees are observing their health and safety obligations and raising concerns they may have • Compliance Officer (Fire Safety) to monitor works raised in housing systems, ensuring they have been completed by appropriate contractor and that information has been recorded correctly

<p>Compliance Manager (Responsible Person)</p>	<ul style="list-style-type: none"> • Overseeing and monitoring fire safety arrangements • Developing and maintaining the Council's Fire Safety Policy • Monitoring effectiveness of the Management Plan, Policy and Procedures • Periodic reporting of performance to the Council's Chief Executive, Members and Executive • Advising the Council's Chief Executive, Directors and Managers on fire safety matters • Advising the Chief Executive of any shortcomings in the Council's fire safety arrangements and, where applicable, new mitigation measures that are required • Monitoring best practice and innovation in order to ensure that fire safety arrangements remain current and up to date with developing technical standards • Ensure CDM regulations are adhered to and sufficient fire safety information is included within construction project Health & Safety files • Ensuring that replacement materials used in refurbishment works meet current fire safety standards • Fire-related discussions with enforcement agencies and stakeholders • Developing and maintaining a fire risk assessment programme and database • Tracking and reporting implementation of the fire risk assessment programme, risk mitigation measures and adherence to fire safety arrangements • Reviewing and monitoring the competence and performance of contractors engaged for the installation and/or maintenance of active/ passive fire precautions • Developing, publishing and distributing fire safety guidance for residents • Assisting in periodic fire safety inspections and where applicable, contractor compliance audits in conjunction with service area managers 	<ul style="list-style-type: none"> • Include compliancy levels for fire safety in monthly one-to-one meetings with Compliance Officer (Fire Safety)
<p>Compliance Officer (Fire Safety)</p>	<ul style="list-style-type: none"> • Day to day management of fire equipment maintenance contractors to ensure compliance with policy and procedures 	<ul style="list-style-type: none"> • Monthly collation of statistics for all fire compliance levels, to be submitted to Service Improvement Officer for internal distribution

	<ul style="list-style-type: none"> • Ensuring delivery of annual fire risk assessment review programme and arranging resultant remedial measures • Deputising for the Compliance Manager by undertaking duties as appropriate and upon delegation • Management of annual budget for maintaining passive fire protection • Ensuring periodic inspection of fire doors are completed and recorded where required • Undertaking periodic health and safety audits of senior living schemes in collaboration with the Senior Living & Careline Services Manager and Senior Living Officers • Work with community and estates officers to address issues identified through quarterly block inspections 	<ul style="list-style-type: none"> • Recording any inspections undertaken in appropriate form • Record all remedial works in appropriate housing systems, to maintain current record of fire compliance • Instructing consultants to undertake audits of fire safety works, ensuring work has been completed to appropriate standard
Tenants	<ul style="list-style-type: none"> • Provide access to Waverley Borough Council officers or operatives of nominated contractors, to complete statutory inspections and servicing • Ensuring belongings are kept within their flat or assigned storage facility, keeping communal walkways clear • Reporting any repairs required to passive and active fire protection • Ensuring their actions don't damage any passive or active fire protection • Ensure they have familiarized themselves with the buildings fire safety arrangements and evacuation strategy, as provided to them at sign up or through annual communication 	<ul style="list-style-type: none"> • Monitoring of behaviour through bi-annual (senior living) or quarterly (general needs) inspections. Records of any issues recorded by Community and Estates Officers, referrals made to Housing Management Officers for persistent offenders • Record made in sign up pack to confirm fire safety information provided to new tenants • Tenancy audits completed by Housing Management officers include a review of health and safety in the home, to flag any concerns

Lessees	<ul style="list-style-type: none">• Maintaining their front door to a reasonable standard• Ensuring belongings are kept within their flat or assigned storage facility, keeping communal walkways clear• Reporting any repairs required to passive and active fire protection• Ensuring their actions don't damage any passive or active fire protection• Ensure they have familiarized themselves with the buildings fire safety arrangements and evacuation strategy• Ensuring evidence of a current annual gas service is provided to Waverley Borough Council• Where dwelling has been sub-let, providing evidence of a valid, satisfactory electrical testing to Waverley Borough Council, ensuring any C1 or C2 works have been addressed	<ul style="list-style-type: none">• Monitoring of behaviour through bi-annual (senior living) or quarterly (general needs) inspections. Records of any issues recorded by Community and Estates Officers, referrals made to Housing Management Officers and Shared Ownership Officers for persistent offenders• Monitoring by Homeownership Officer, to ensure lessees are meeting their obligations. Enforcing any non-compliance under the terms of their lease.
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