

## **Fire Risk Assessments**

### **How the contract would work**

MKCC will provide a prioritised programme identifying what work is required where. Delivery against the programme will be a tracked performance measure linked to contracted requirements.

Data will be managed as per the programme which will include:

- Time frame for relevant documents to be received by MKCC in the way specified
- Information following on site works to be with MKCC within the time frame set within the performance indicators
- Information is to be titled as per MKCC instruction such as “BLOCK NAME” “BLOCK NUMBER” – “UPRN” – “SURVEY TYPE (ASBESTOS RI, FRA ETC) – “Survey Reference” - “DATE” (Block name must match format of contract list provided)
- Information to be submitted as required which may include any of the following; MKCC Housing Management System (NEC), MKCC email account, MKCC share point location, other system
- Information to be the right way up and legible

Management and oversight:

- Contractor will provide a name individual to manage the contract and remain responsible for performance
- Contractor to share a training matrix for key positions which will be updated 6 monthly
- Contractor not anticipated to subcontract works out, if this becomes an issue, contractor to request of MKCC in advance where the same standards and terms will be expected to be applied
- Regular meetings will be set up as per the performance indicators which are expected to be face to face. Meeting frequencies will vary according to volume of work and performance
- Performance indicators will be established that will be required to be reported against regularly
- clear escalation processes will be established and adhered to in event of any issues found on site or elsewhere
- invoicing is to be monthly valuation submissions for approval prior to invoice submissions.
- work done is subject to an MKCC audit – this will feed into valuation review and approvals
- contractor to undertake own audits against the specification and address any issues promptly

Remedial works:

- Contractor to provide report on all remedial requirements and actions arising from their discipline including risk profile and recommended timescales for completion via the monthly reporting.
- Any immediate hazards should be reported to the MKCC H&S Team by phone at the time of inspection/survey with a follow up email, detailing the problem and recommended remedial action

Enabling access:

- Where access is required to individual dwellings, the access process is to be managed in line with MKCC Access Protocol.
- MKCC will share an access process for contractor to work through. This will include contact to residents, carding, letters and then referral to MKCC

Performance will be managed through regular meeting and performance indicators. The indicators are likely to include:

- submission of information as per the specification covering timeliness and quality
- providing performance reports as required
- health and safety, data security and management
- availability of key role holders

## Fire Risk Assessments

<b>A</b>	<b>Activity</b>
	Undertake Fire Risk Assessments as required by the Regulatory Reform (Fire Safety) Order 2005 in accordance with all current relevant regulations and guidance
<b>B</b>	<b>Property Type</b>
	Blocks - communal areas
<b>C</b>	<b>Supplier Credentials/Accreditations</b>
	UKAS Accredited
	It is a mandatory requirement that all appointed suppliers hold a current SSIP accreditation.
	ISO9001
<b>D</b>	<b>Survey/Inspection Frequency</b>
	Property Specific, Risk Dependent
<b>E</b>	<b>Estimated Volume</b>
	686 blocks/assessments
<b>F</b>	<b>Anticipated Contract Duration</b>
	2 Years
<b>G</b>	<b>Brief Scope</b>
1	MKCC are to provide list of blocks that require and FRA to be completed. This list is to outline the priority order for the completions of FRAs. This priority program is to be compiled by known risk factors regarding the blocks – this exercise has not been completed using the FRA prioritisation tool
2	Suitable and sufficient FRAs should be conducted by a competent individual with evidence of competence provided to MKCC.
3	FRAs should consider the general fire precautions outlined in the Fire Safety Order (FSO) and in line with any and all relevant current regulations and guidelines. Principally:
	- Measures to reduce the risk of fire and the risk of the spread of fire
	- Means of escape from fire
	- Measure to ensure that escape routes can be safely and effectively used
	- An emergency plan, including procedures for residents in the event of fire
	- Measures to mitigate the effects of a fire

	- Maintenance arrangements for all measures
4	Where it is believed an increased scope of FRA Type is required then this should be recorded as an action within the FRA for consideration by MKCC.
5	RAs should take into account the building as a whole and include external walls (cladding, balconies, windows etc.), and entrance doors to individual flats that open into the common parts, Fire door inspections data and regime should be provided to the contractor as preliminary information – this is to include last inspection dates, inspections outcomes, recommendation, and status of recommendations.
6	Any commercial premises below MKCC blocks should be noted - MKCC where possible to provide known details of responsible persons for these premises and any information (FRAs) that have been shared
7	Where there is known or suspected risk that may arise from the form of construction used for the external wall build up, a recommendation should be raised for a Fire Risk Appraisal of external walls (FRAEW) in line with PAS 9980:2022
8	Where there is known or suspected risk that may arise from concerns regarding fire compartmentation, the need for a full compartmentation survey should be detailed as an action.
9	Preliminary information should be provided to the operative/contractor carrying out the FRA in order to ensure that blanket statements are not used without justification. This should include but not be limited to:
9a	Information of smoke detection levels installed in domestic properties within the flats
9b	Status/evidence of completion of actions from previous FRAs including planned start dates for future works
9c	Compliance information (electrical testing, services, fire door inspections & outcomes etc.) with the last date and next date of compliance inspections/servicing as provided by MKC being provided to the operative.
10	Doors should be referred to individually within the FRA and not as blanket statements for all doors or groups of doors.
11	Recommended actions should include a clear priority and timescales for completion.
12	Recommended actions should clearly differentiate between recommendations essential to satisfy legislations and those that are a matter of good practice
13	Actions should be split into the following discipline categories to enable remediation tracking: Emergency lights, fire alarm/detection, fire door dwelling, fire door communal, fire signage, compartmentation, cladding, MKCC policy issues, Site level housekeeping, other.
14	Actions should be prioritised as low, medium or high with a standard response time tagged to each priority – time to be confirmed between suppliers and MKCC.
15	All remedial action data and associated risk profiles and timeframes to be entered onto a remedial block tracker and submitted to MKCC one a month.
16	Once completed MKCC will look to review FRAs:
	- Regularly
	- Blocks under 4 storeys - Review every 2 years with new FRA every 4 years
	- Blocks over 4 storeys & sheltered housing - Review annually with new FRA every 3 years
	- Reviews to be completed by MKCC.

	- When material alterations take place
	- When there is significant change in the matters that were taken into account as the FRA was carried out – to include widespread change in the type of residents that occupy the block
	- When there is a reason to suspect that the original FRA is no longer valid (e.g. Following a fire within, or spread to, the common areas)
	- After the completion of significant works completed to address shortcomings identified by the FRA
	Access to premises to carry out FRAs is to be arranged by the supplier directly with caretakers or sheltered housing officers – MKCC to provide updated contact list.
20	No access – All areas in common parts to be accessed (facilitated where possible by caretakers or SHO), where landlord cupboards are padlocked or locked and no access is possible – contractor should arrange for access via MKCC.
21	All FRAs are to use the correct block address in accordance with the agreed block list and must have the UPRN of the property, any documents provided with addresses that do not match block list will be rejected.
22	FRA's to include a standard asset verification of key fire protection assets including: Emergency Lights, Fire Alarm/detection, sprinklers, dry riser, fire extinguisher, other. Asset presence to be verified by a Yes/No.
23	Quality Control
24	All surveys and data should be checked by Mears upon receipt processed and actioned in line with the agreed program and remedial process.
25	Quality Control – MKCC
26	Carry out a % check of completed surveys as a desktop audit and site inspection as necessary to ensure program and remedial process has been followed and sense check report.
<b>H</b>	<b>Programme</b>
	MKCC will provide a full programme at the tender stage.
<b>I</b>	<b>Operational Process</b>
	The operational approach will follow MKCC Outline Process
<b>J</b>	<b>Reporting Specifics</b>
	See Outline Process.