

Landsec Policies

# Land Securities Group PLC Fire Safety Policy 2019

*London*





## Land Securities Group PLC Fire Safety Policy 2019

### Issue 7

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### Part 1: Introduction

Land Securities Group PLC is committed to providing a safe environment for its employees, contractors, service partners, occupiers, visitors in line with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (Scotland) Act 2005. Part of this fire safety responsibility is in the provision and management of fire safety systems and procedures.

Fire is recognised as a major threat to the business and an outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities. Landsec takes its fire safety duties seriously, for that reason this fire safety policy has been formulated to ensure we comply with all relevant legislation.

The Executive Director nominated as Board Director for Health, Safety, Security and Fire together with the Group Head of Health, Safety and Security will review this policy and associated fire safety management systems and make arrangements for amendments as necessary. It is also their responsibility to record the dates and outline the changes made as a result of all such reviews.

### Scope

The scope of this policy covers all Fire Safety management arrangements for Land Securities Group PLC. This policy provides a framework, which defines how the Company will manage Fire Safety throughout its operations. These operations include the Management of London and Retail Properties throughout the UK including sales and acquisitions, development of new and existing property, and the day-to-day management of office and retail environments by our staff. For Landsec managed properties the Responsible Person duties are undertaken by a Nominated Responsible Person detailed in the fire log at each property.

This policy provides the foundation for the implementation of BS 9999 (Code of practice for fire safety in the design, management and use of buildings). This policy will be made readily available to any interested party.



### Policy Review Status

	Date of Review	Brief Description of Changes	Reviewers	Issue Date
1	06.11.2013	Implementation of a standalone Fire Safety Policy across the business	Clive Johnson	06.11.2013
2	14.04.2014	Full Fire Safety Policy review including new signatory of policy	Clive Johnson	14.04.2014
3	05.03.2015	Full Fire Safety Policy review including new signatory of policy	Clive Johnson	01.04.2015
4	29.03.2016	Full Fire Safety Policy review including new signatory of policy	Clive Johnson	01.04.2016
5	30.03.2017	Full Fire Safety Policy review in consultation with London Fire Brigade.	Clive Johnson William Cunningham Olivia Lynch Ian Reid (LFB)	18.04.2017
6	28.03.2018	Full Fire Safety Policy review and brand changes in consultation with Landsec Fire Risk Assessor.	Clive Johnson William Cunningham (Landsec Fire Risk Assessor) Olivia Lynch	09.04.2018
7	27.02.2019	Full Fire Safety Policy review consultation with Landsec Fire Risk Assessor	Clive Johnson Olivia Lynch William Cunningham (Landsec Fire Risk Assessor)	01.04.2019





## Part 2: Policy Statement

### Purpose

To provide an unambiguous statement of the Fire Safety Policy applicable to all Landsec managed properties in the United Kingdom.

### Policy Aims

To reduce the incidence of fire throughout the portfolio of Landsec managed properties throughout the United Kingdom, and to;

Eradicate the impact from fire on life safety, delivery of service, the environment and property.

We accept that as an employer we have a duty under the **Regulatory Reform (Fire Safety) Order 2005 (RRO) in England and Wales and Fire Safety (Scotland) Act 2005** for the safety of all Relevant Persons; employees and visitors to our premises.

The above documents being the principle instrument for the control of fire safety in the occupied workplace, and as such this legislation imposes duties to ensure the provision of adequate fire precautions by the use of Fire Risk Assessment.

We will provide adequately resourced teams to manage fire safety. We will provide financial resources and time to effectively manage fire safety. We will review this policy regularly and in line with legislative changes, changes in management or circumstance.

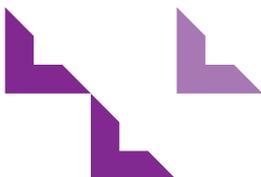
Clive Johnson, Group Head of Health, Safety and Security, is responsible for the implementation of the Fire Safety Policy. Heads of Department are responsible for the implementation of this policy with the support of the Group Health, Safety and Security Team and approved independent Fire Safety Consultants.

### Clive Johnson

Group Head of Health,  
Safety and Security

On behalf of Landsec

01 April 2019





### Part 3: Definitions

#### Landsec defines;

- a) Fire Risk Assessment – A suitable and sufficient assessment of the fire hazards, fire risk and the control measures required to eliminate or reduce the risk. As required under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (RRO).
- b) Responsible Person – For all Landsec properties the responsible person is the Body Corporate.
- c) Competent Person – A person that has a demonstrable level of competence in terms of skills, knowledge, attitude, training and experience and an understanding of the relevant current best fire safety practices in premises of the type in question, has an awareness of their limitations in terms of experience and knowledge. Also exhibits a willingness and ability to supplement existing experience and knowledge, when necessary by obtaining external help and advice.

- d) Nominated Responsible Person – The person responsible for day to day fire safety management where this responsibility has been delegated for purposes of fulfilling this fire safety policy.
- e) Relevant Person – Anyone who could be affected by a fire within a property over which we have control. This could include tenants, customers or third party neighbours but not firefighters in the course of their duties.

### Part 4: Roles and Responsibilities

In line with our existing Group Health and Safety Policy, specific roles and responsibilities have been outlined and should be followed for each job holder in Landsec. These are detailed within the health, safety and security training matrix and site-specific fire manuals at each premises.

### Part 5: Arrangements

Landsec will ensure that all employees are made aware of their duties and responsibilities and the contents of any risk assessment undertaken in the workplace.

We will further ensure the following;

1. The appointment of a nominated person responsible for the property.
2. Provide adequate training for the nominated person responsible for the property.
3. That all relevant persons are informed as to their actions in the event of a fire, or fire alarm activation.
4. The safe means of escape are always maintained and available.
5. The provision of written information for staff and visitors in the form of notices on actions to be taken in the event of a fire or fire alarm.
6. An adequate fire alarm system and appropriate means for protecting the means of escape are in place and is maintained by a competent contractor.
7. Appropriate firefighting equipment is always available for use and is maintained by a competent contractor.
8. We will take adequate steps to prevent a fire occurring in the first place.
9. A fire risk management strategy will be developed.
10. All the above items and systems and any other as determined by our risk assessment are reviewed, maintained and kept in working order.





11. All employees and any persons or business that may be affected by the significant findings are informed of significant findings arising from our fire risk assessment.
12. We will review and update our risk assessments as appropriate or at least once in each twelve-month period.
13. We will prepare a Business Continuity Plan to ensure the continued running of the company in the event of a fire or other emergency, with details of salvage companies, electricians, architects, and builders, etc.

### Non-Compliance

All persons who fail to comply with the requirements of any Landsec Policies and procedures may result in disciplinary action as this can also be considered an offence in law in accordance with Article 32 of the Regulatory Reform (Fire Safety) Order 2005 (RRO).

### Fire Risk Management

We will ensure that our specific Company Fire Safety Policy Statement is communicated accordingly. Fire risk assessments will be carried out by an approved external competent consultant with the relevant skills, knowledge, attitude, training and experience for the managed and common areas of each site, reducing the likelihood and severity of a fire occurring.

In order to provide a coordinated approach to fire safety in multiple occupancy sites, we will share the significant findings with our tenant. In turn, tenants are requested to advise the Company of any significant findings from their own fire risk assessments for their own demised areas. In addition, fire drills are carried out at all managed commercial properties every 6 months in order to provide a coordinated approach to the evacuation plans in place at each site.

*Landsec appoint competent contractors to inspect, test and complete any remedial action to our fire and life safety systems within our properties.*

A comprehensive Fire Management Plan and Fire Safety Management Log will be developed for each premise and available at all sites that the Company has management responsibility for.

Riskwise, our compliance system will be used to store and manage fire maintenance records for each premises.

Employees engaged in fire marshal duties will be suitably trained and capable to carry out their duties.

Construction Fire Safety and Risk Management is managed by our approved and formally appointed contractors. The construction Fire Safety Plan must include key elements from Fire Safety in Construction HSG168 and the Fire Prevention on Construction Sites – Joint Code of Practice on the Protection from Fire of Construction Sites and Building Underground Renovation. To support them we have in place a One Best Way Standard “Construction Fire Safety” which details how the contractor should plan, manage and monitor Construction Fire Safety.

The Company and the Main Board of Directors will ensure through the Executive Director nominated as the Board Director responsible for Health, Safety and Security, being the Group’s Chief Executive Officer and the Group Head of Health, Safety and Security that appropriate auditing and monitoring of the fire safety systems are in place.

Where properties are managed by third parties or managing agents all of the roles, responsibilities and arrangements will be undertaken by the third party or managing agent with the exception of any premises where the managing agent does not have autonomy over the premises in terms of budget and design changes.





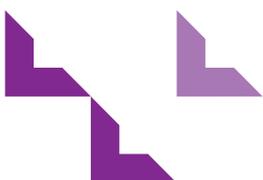
### **Training**

Training for nominated competent persons will be undertaken where required. Other competent persons may occasionally be appointed or hired for the purposes of advice or service. Training will also be provided for any employees where fire safety or management duties have been identified for their role in the health, safety and security training matrix. All employees who fail to comply with the requirements of any Landsec Fire, Health, Safety and Security policies and procedures may result in disciplinary action.

### **Review**

With the assistance of the Group Health, Safety and Security team, the Main Board of Directors will ensure (through the Executive Director), a periodic review (annual) of the effectiveness of the Company's fire safety management system.

The Group Head of Health, Safety and Security will advise and update the Group Health, Safety and Security Committee and the Group plc Board with the findings following such a review. These findings will be assigned to the appropriate persons with target dates for completion. Where deemed necessary as a result of the review, changes will be made to the Company's policies, procedures and objectives.





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