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1 Introduction

The London Fire Brigade is committed to reducing the impact of fire on people, property and the environment. Whilst the downward trend in the number of fires and fire deaths continues the last few years figures suggest¹ that further reductions will require greater innovation and targeting of the most vulnerable people. One way of achieving this is through greater collaboration and partnership working.

As part of our budget commitments for 2016/17, the Brigade has secured £1 million to be spent on a range of fire safety interventions such as (but not limited to) automatic water fire suppression systems (AWFSS) and telecare in the homes of the most vulnerable. In partnership with our key stakeholders we can identify some of the most vulnerable persons in the Capital and contribute towards protecting them. This can either be for an individual or to cover a specialized housing scheme where a higher number of vulnerable persons live (see appendix 2).

2 What London Fire Brigade aim to achieve

London Fire Brigade aim to:

- ✓ Increase the number of vulnerable persons in London who are protected from fire.
- ✓ Encourage relevant stakeholders to identify vulnerable persons within their property portfolios.
- ✓ Increase partnership working with key stakeholders in the housing sector.
- ✓ Increase knowledge and understanding of interventions which may be necessary to protect vulnerable persons.
- ✓ Increase knowledge and understanding of the products available to protect vulnerable persons.

This supports the high level aims of the Fifth London Safety Plan, namely that we will:

- ✓ Influence and work with local authorities, housing and care providers and other agencies to improve safety and reduce risk, especially for those most at risk from fire.
- ✓ Focus our resources on the community interventions that matter most, targeting high risk and vulnerable people, including those in care homes and residential accommodation.
- ✓ Lobby for fire safety measures (especially sprinklers) in buildings.

3 Who are the most vulnerable ?

An examination of three years' fire fatality data shows that a number of common characteristics are regularly found in those that die from fire:

- Over 60 years old.
- Live alone.
- Have mental health issues.
- Have mobility issues.
- Are in receipt of a specialist care package.
- There is a connection to alcohol or drugs (whether prescription or recreational).

The data also tells us that the most often occurring causes are;

¹ In London in 2003 there were 58,233 fires, in 2014 this reduced to 19,621 a reduction of 66%. Since 2012 the reduction has been 8%.

-
- | Category | All Fire Deaths | Fatal ADFs |
|------------------------|-----------------|------------|
| Total | 108 | 74 |
| Live Alone | 71 | 54 |
| Over 60s | 65 | 53 |
| Physical Disability | 58 | 52 |
| Mental Health Issues | 40 | 24 |
| Social/Daily Care | 37 | 34 |
| History of Alcohol Use | 17 | 14 |
| Prescription Drug Use | 12 | 10 |
| Recreational Drug Use | 3 | 2 |

- Previous instances of fire.
- Carelessness with smoking materials.
- Burn marks on carpets, furniture, clothing or bedding.
- Evidence of unsafe use of candles.
- Poor quality or damaged electrical wiring.
- Unsafe use of electrical equipment (overloaded sockets or extension leads).
- Unsafe use of heaters – too close to combustible materials.
- A history of slips, trips and falls.
- Suffering from dementia or similar cognitive impairment.
- Having mobility difficulties.
- Hoarding issues.
- Decision making difficulties.
- Alcohol or drug misuse.
- Home oxygen use.
- Sensory impairment, for example being hard of hearing or deaf.

The above information has been used to create a Home Fire Safety Risk Referral matrix for London Fire Brigade operational staff which may be of use when assessing the needs of vulnerable persons (see appendix 3).

4 How will the funding be allocated?

The funding will be allocated to protect vulnerable persons in London by the:

- Distribution of the investment fund to partners to support fire safety initiatives such as retrofitting suppression systems or telecare within specialised housing premises (see appendix 2). Match funding opportunities are encouraged.
- Distribution of the investment fund to Borough Commanders and their partners to target local initiatives/individuals on measures such as Automatic Water Fire Suppression Systems (AWFSS) and/or telecare systems.
- Distribution of the investment fund to existing partners, such as Primary Authority Partners PAP's) or Registered Social Landlords (RSL's) for use in their housing stock.
- Distribution of the investment fund to other relevant stakeholders.
- Procurement of fire safety equipment such as flame-retardant bedding that can be distributed via fire safety teams and Borough Commanders.

It is envisaged that Borough Commanders and new and existing partners will know where vulnerable persons are in their areas and will be able to identify suitable opportunities (large or small scale) to put forward bids for funding to reduce fire risk. Bids can be to assist in protecting an individual vulnerable person or larger groups of vulnerable persons, such as those living in specialized housing (see appendix 2).

Partnerships covered by PAP's and RSL MOU's will be dealt with by the Business Support Group within the Fire Safety department. In order to avoid duplication of work and cross communications, Borough Commanders should contact fsrpartnerships@london-fire.gov.uk for further support and advice.

London Fire Brigade will take no responsibility for the maintenance or any onward costs of any installed system. It is therefore the responsibility of the applicant to ensure that ongoing maintenance arrangements are in place.

NB: Bids that attract match or contribution funding from partners are particularly encouraged.

5 What initiatives could attract funding?

Examples of the types of equipment/measures that funding could be used for are given below.

Sprinklers / Automatic Water Fire Suppression Systems (AWFSS)

AWFSS systems operate automatically to control and contain fires in buildings and protect the premises and occupants from the effects of fire. This is done by helping to suppress a fire at an early stage, preventing it spreading, and minimising the water damage which is associated with traditional methods of fire suppression. They contribute to the safe evacuation of persons from the premises.

They significantly help to:

- reduce death and injury from fire;

- ✓ Where a sprinkler system is proposed it should fully comply with BS9251, fire sprinkler systems for domestic and residential occupancies : code of practice, 2014 or the equivalent European standard.
- ✓ Where a watermist system is proposed it should fully comply with BS8458, Fixed fire protection systems : residential and domestic watermist systems : code of practice for design and installation, 2015 or the equivalent European standard.

For further guidance : British Automatic Fire Sprinkler Association

and the LFB **'Think Sprinkler'** toolkit.

Personal Protection Systems (PPS)

Personal Protection System (PPS) are a portable risk reduction measure, which means that they have the potential to be quickly installed to protect a vulnerable person and can be moved or re-used as required. However, care needs to be taken to ensure that the risk profile of the vulnerable person is appropriate for this type of system. For example a vulnerable person who is mobile and therefore has the potential to be affected by a fire anywhere in their home would usually require an AWFSS that covers all risk areas.

For further guidance see: <http://www.bre.co.uk/PPS-guidance-document-16112015.pdf>.

- ✓ Where a personal protection system is proposed it should be subjected to independent third party certification and fully comply with LPS 1655 "Requirements and test methods for Loss Prevention Certification Board approval and listing of personal protection watermist systems".
<http://www.iwma.net>

Approximate price: £1,000 to £3,000 – This depends on the size of the property and the user's circumstances.

Telecare

Telecare is a monitored service for vulnerable people and their carers to enable them to live independently at home. The service consists of sensors and alarms which once triggered, call for help and assistance from a telecare call centre. The call centre can contact a friend, relative or emergency response service to attend the home and assist if required.

The range of sensors available provide protection by monitoring for a number of risks such as fires, flooding, carbon monoxide, natural gas, high or low temperatures and human behaviours such as wandering, falling or inactivity. Such services can help vulnerable people to maintain independence and increase safety whilst continuing to live at home.

- ✓ All Telecare enabled smoke and heat detectors should meet and be installed to the requirements of British Standard 5839, Part 6 Fire detection and fire alarm systems for buildings, code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises, 2013 or the equivalent European standard.

Disabled Living Foundation <http://www.dlf.org.uk/factsheets/telecare>

✓ Where a fire alarm system is proposed it should fully comply with BS5839, Part 6, Fire detection and fire alarm systems for buildings, code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises, 2013 or the equivalent European standard.

<http://www.thomaskneale.co.uk/wholesale-bedding/fire-retardant-bedding-bed-linen/>

Prices from approx. £20.00 (Pyjama); £15.00 (nightdress)

1. The partner organisation should complete the bid application form (see appendix 1) with the assistance of the local Borough Commander and submit it as soon as possible, it is expected that the bidding process will close in November 2016. Please provide as much detail as possible so that the bid can be processed quickly and efficiently. Electronic versions of the form are available by emailing csif@london-fire.gov.uk. Any queries surrounding this application should be also be directed to this email address.
2. Applications will be reviewed and bidders may be asked to provide further information
3. A visit to the premises will be carried out by Borough Commanders, Business Support Group and/or area fire safety staff to validate the application and review fire safety standards.
4. Decisions by the Brigade on applications are final and will be conveyed to all applicants as soon as reasonably possible.
5. Bids under £10,000 will be processed on receipt and a response given as soon as reasonably possible.
6. Bids over £10,000 will be progressed to a project board for approval by November 2016.
7. Once a bid has been approved the organisation submitting the bid will be expected to sign an agreement (see appendix 4) committing the funding to the specified intervention/fire safety measure within the bid. Once the agreement has been signed the money will be allocated.
8. It is expected that organisations submitting successful bids will comply with their obligations under their agreement, keep LFB updated with progress and will inform the Brigade of any issues that arise as soon as possible.
9. Organisations/Borough Commanders submitting unsuccessful bids will be notified as soon as reasonably possible along with the relevant reasoning.

1. The planned fire safety intervention must relate to vulnerable persons in homes within the LFB area see - <http://www.london-fire.gov.uk/Stationsandlocations.asp>
2. Any housing provider (private or social housing), local authority, charitable organisation or other relevant stakeholder (applicant) may apply through this process.
3. The intervention can be for an individual, a single dwelling, group of single dwellings (not necessarily co-located) or a block.
4. The recipient must be either those who live in:
 - a) a purpose built residence (or number of residences) for people with one or more fire risk factors as set out above; or
 - b) a single dwelling, or single dwellings that are occupied by residents who have some or all of the risk factors set out above.
5. The applicant must agree to:
 - a) identify suitable premises / person for receipt of the intervention.
 - b) clearly identify and commit to an agreed percentage amount of the initial costs where match funding is proposed.
 - c) commit to fund all future maintenance costs.
 - d) carry out the initial risk assessment (if requested support with this matter maybe provided by LFB).
 - e) demonstrate ability to deliver, as outlined in the application form (appendix 1).
 - f) be willing to take an active role in media / communications work where relevant and appropriate.
 - g) undertake the procurement in accordance with its standing orders and public contracts regulations and enter into the agreement with the supplier in order to secure the intervention.
 - h) liaise with the local Borough Commander to provide LFB with updates.


Appendix 1

Community Safety Investment Fund – Bid Application Form

Name of organisation	
Type of organisation Do you employ less than 250 employees?	
Registered address of organisation VAT Registration No Company Registration No	
Name of Borough Commander	
Address of premises where intervention is proposed (including postcode and borough)	
Contact officer (including telephone number, email address and postal address)	
Are you prepared to positively support this LFB initiative by facilitating site visits by other organisations to the premises and by attending seminars and other such events, as requested with prior notification?	YES / NO
Please provide details of the account into which funds should be paid if your application is successful	Name of Account Bank Name & Branch Location Sort code Account Number Email Address (Remittance Advice)


Identified Risk

(Please give details of the nature of the risk i.e. person(s), specialised housing, CS initiative etc).



Intervention measure proposed to reduce risk

(Please give as much detail as possible of the type of Fire Safety intervention proposed that will reduce the risk identified above i.e. PPS, Sprinklers, Telecare etc. Referral to the Home Fire Safety Risk Referral matrix in appendix 3 may be of benefit).



Funding request

(Please give details on the amount of funds being requested and whether match funding or a contribution to funding is being proposed) NB: Match funding will be looked on favourably for large projects (greater than £10,000) but may not be necessary where there is a clear identified risk and funds are available.

Supporting documentation such as quotes, invoices etc should be provided with the completed application form.

Maintenance Arrangements

Please provide details of what ongoing maintenance procedures will be provided for the proposed intervention (where applicable).

NB London Fire Brigade will take no responsibility for the maintenance of any installed system. It is therefore the responsibility of the applicant to ensure that ongoing maintenance arrangements are in place and funds are available for such maintenance.

Sustainability

(Please give details on how the proposed Fire Safety measure will conform to a sustainability ethos in its use).

Borough Commanders / Business Support Group Managers supporting statement

(Please give details of how this funding will contribute to Borough plans, Partnership working, CS initiatives etc).

Completed visit to premises to:	
o Validate the application form	YES/NO
o For larger whole building projects to ensure fire safety compliance (Business Support Group/local fire safety team)	YES/NO
o Funding request supporting documentation provided	YES/NO

Please email this application to the following mailbox – csif@london-fire.gov.uk

CSIF Project Board

APPROVED / NOT APPROVED

Feedback from CSIF project board

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Data Protection Act 1998: The information you give on this form will be processed by the Authority for the purpose of fire and emergency prevention and control. We will keep your details secure and will not disclose them to other organisations or third parties (except contractors or suppliers working on our behalf) without your permission unless we are legally required to do so.

For more information about how we use your personal information, see LFEPA's notification entry (Z7122455) www.informationcommissioner.gov.uk or visit www.london-fire.gov.uk/DataProtection.asp

Appendix 2

Specialised Housing

Specialised housing contains a diverse range of accommodation where the residents are likely to be less mobile, have other impairments or are otherwise vulnerable to emergency situations. This category can include housing for the elderly, children and people with a physical or mental impairment.

Specialized housing		<i>Housing specifically for people with a level of need who require support and care services</i>
	Sheltered/retirement	Independent living (own front door) Can include 24 h alarm system, warden, lounge, programme of activities
	Very sheltered/assisted living	Independent living with managed on-site care and support services Features as above; can also include meals, domestic help, assisted bathing
	Extra care	Independent living with managed on-site care and support service Features as above; can also include hairdressing service, 24 h staff
	Close care housing	Independent living with on-site care and support linked to a care home
	Retirement villages	Large developments (often 100+) with a range of housing types and levels of care and support (sheltered, very sheltered/extra care, close care and nursing care) on one site

Appendix 3

<div> <div>Home Fire Safety Risk Referral Matrix</div> <div> <div>LFB</div> <div>LONDON FIRE BRIGADE</div> </div> </div>			
Risk	Fire risk factors	Control measures to be taken by LFB crews to mitigate immediate risk	Actions for consideration by Care Providers to mitigate medium and long term risk
High Risk A	<p>As in High Risk B.</p> <ul style="list-style-type: none"> • Adult social care review outcome is to move resident to care home or warden assisted sheltered accommodation due to severity of fire risk. • Resident refuses to be re-housed. 	<ul style="list-style-type: none"> • Full HFSV. • Fit single point smoke detection in escape route (hall) and areas of risk. • Refer to LA via Serious Outstanding Risk (SOR) process for case management and provision of specialist fire alarms/equipment. • Consider other control measures such as fire retardant bedding and safer ashtrays. 	<ul style="list-style-type: none"> • Consider fitting domestic Automatic Fire Suppression System (AFSS) e.g. sprinklers. • Minimum of BS5839 part 6 Grade F LD2 fire detection and alarm system, interlinked. • Fire alarm to be monitored by a Telecare (social alarm) monitoring centre. • Consider other control measures such as fire retardant bedding and safer ashtrays.
High Risk B	<ul style="list-style-type: none"> • Inability of resident to react to fire or smoke alarm actuating due to mobility difficulties or decision making difficulties, Dementia, hoarding (level 5 or above). • Signs of high fire risk such as careless disposal of cigarettes, signs of cooking being left on or other high risk of fire. 	<ul style="list-style-type: none"> • Full HFSV. • Fit single point smoke detection in escape route (hall) and areas of risk. • Refer to LA via Serious Outstanding Risk process (SOR) for case management and provision of specialist fire alarms/equipment. • Consider other control measures such as fire retardant bedding and safer ashtrays. 	<ul style="list-style-type: none"> • Consider fitting domestic Automatic Fire Suppression System (AFSS) e.g. sprinklers. • Care/housing review. • Minimum of BS5839 part 6 Grade F LD2 fire detection and alarm system, interlinked. • Fire alarm to be monitored by a Telecare (social alarm) monitoring centre. • Consider other control measures such as fire retardant bedding and safer ashtrays.
Medium Risk A	<ul style="list-style-type: none"> • Medium to high fire risk and evidence of fire risk behaviours such as careless disposal of cigarettes, signs of cooking being left on or other high risk of fire but resident is able to respond to fire alarm and leave the premises. 	<ul style="list-style-type: none"> • Full HFSV. • Fit single point smoke detection in escape route (hall) and areas of risk. • Refer to LA via Serious Outstanding Risk process (SOR) for case management and provision of specialist fire alarms/equipment and consider other control measures such as fire retardant bedding and safer ashtrays. 	<ul style="list-style-type: none"> • Minimum BS5839 part 6 Grade F LD2 fire detection and alarm system including smoke and heat detection, interlinked. • Consider other control measures such as fire retardant bedding and safer ashtrays.
Above this black line – refer as Serious Outstanding Risk.			
Medium Risk B	<ul style="list-style-type: none"> • One or more fire risk factors with no evidence of fire risk behaviours (see above). • No working smoke alarms or one smoke alarm in escape route (hall). 	<ul style="list-style-type: none"> • Full HFSV. • Fit single point smoke detection in escape route (hall) and areas of risk. • Where more than one detector is required (existing or by LFB) recommend that they should be interlinked. 	No further action required.
Low Risk A	<ul style="list-style-type: none"> • No fire risk factors (see reverse). • No smoke alarms. 	<ul style="list-style-type: none"> • Full HFSV. • Fit single point smoke detection in escape route (hall) and areas of risk. • Where more than one detector is installed (existing or by LFB), recommend that they should be interlinked. 	No further action required.
Low Risk B	<ul style="list-style-type: none"> • Smoke alarm fitted correctly in hall/landing at each level of the dwelling and interlinked. • No fire risk factors (see reverse). 	<ul style="list-style-type: none"> • Full HFSV giving lifestyle advice to reduce risk. 	No further action required.

GUIDANCE NOTES

- ## FIRE RISK FACTORS

- ## WELFARE RISK FACTORS

- NOTE:** Whilst designed for London Fire brigade staff, this matrix is available for use by all parties involved in the care and protection of vulnerable people as a guide to reducing the risk of death or injury from fire through consistent and appropriate risk control measures.

EXTRACTS FROM BS5839 PART 6
relating to grade and category of system
for domestic fire alarms.

Category LD3: A system incorporating detectors in all circulation spaces that form part of the escape routes from the dwelling.

Appendix 4

Community Fire Safety Investment Fund – Funding agreement

This Agreement is made between:

Name of Partner organisation:

Registered Charity Number (if a charity):

Registered address of Partner organisation:

("the Partner")

and

The London Fire and Emergency Planning Authority, (the body responsible for the London Fire Brigade) of 169 Union Street London SE1 0LL ("LFEPA").

The Partner has bid, and LFEPA has accepted the Partner's bid for full/part funding from LFEPA to enable the Partner to procure and provide fire safety interventions in premises that are occupied, or intended to be occupied by vulnerable residents most at risk from fire.

The following premises have been identified by the Partner as being in need of fire safety intervention(s):

Address of premises where intervention is proposed (including postcode and borough)	
Contact officer (including telephone number, email address and postal address)	

Identified risk and proposed Fire Safety intervention(s) for which funding is agreed (attach all supporting documents such as quotes, invoices etc).

Total cost(s) including information on any match or contribution funding

Total funding provided by LFEPA: £

Total funding provided by the Partner: £

In consideration of LFEPA providing the Partner with the funding (full or part) for procuring the delivery or installation of the Fire Safety intervention(s) in the abovementioned premises (the Project), the Partner will:

- i. Use the funding provided by LFEPA and any match funding from its own organisation to deliver the Project in order to reduce risk to the vulnerable person(s) the Partner has identified.
- ii. Undertake the procurement of the Fire Safety intervention(s) in accordance with its standing orders and the public contracts regulations and enter into the agreement with the supplier it selects in order to secure, supply, install and maintain the Fire Safety intervention(s).
- iii. Make provision for all repair and on-going maintenance costs for the Fire Safety intervention(s).
- iv. Upon completion of the delivery of the Project to its entire satisfaction (which must be confirmed by the Partner), provide such evidence of this as LFEPA reasonably requires.
- v. Ensure the Fire Safety intervention(s) are used in line with a sustainability ethos.
- vi. Be willing to take an active role in media / communications work where relevant, appropriate and approved in advance by LFEPA.
- vii. Liaise with the local LFEPA Borough Commander and/or LFEPA contact to provide updates as necessary.
- viii. Indemnify and hold harmless LFEPA (together with its officers, servants and agents) with respect to all claims of, and liability to, third persons for injury, death, loss, or damage of any type (including but not limited to direct, consequential or economic loss and reasonable legal costs) arising out of this Agreement or the provision of funding under this Agreement except insofar as such injury, death, loss, or damage has resulted wholly from the negligent acts or omissions of the LFEPA.

If the Partner fails to comply with any of the terms and conditions of this Agreement or if any of the events mentioned below occur, LFEPA may require the Partner to repay the funding LFEPA has provided.

- i. The Partner fails, in LFEPA's reasonable opinion, to make satisfactory progress with the Project;
- ii. The Partner is the subject of a proposal for a voluntary arrangement; or has a petition for an administration order or a winding up order brought against it; or passes a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of its creditors, or purports to do so; or is subject to the appointment of a receiver, administrator or liquidator; or is struck from the register at the Charity Commission, or, being a company, is struck from the register at Companies House;
- iii. Any information provided in the Partner's application form or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which LFEPA considers it to be significant; or
- iv. The Partner takes inadequate measures in the reasonable opinion of LFEPA to investigate and resolve any reported irregularity.
- v. In the event that it becomes necessary to take steps to enforce the Agreement, LFEPA will write to the Partner giving particulars of its concern about the Project, or of any breach of any of the Agreement.
- vi. The Partner must act within 30 days of written notification from LFEPA (or earlier, depending on the severity of the problem) to address the concern or rectify the breach, and may consult LFEPA or agree with it an action plan for resolving the problem. If LFEPA is not satisfied with steps taken by the Partner to address its concern or rectify the breach, it may require repayment of the funding LFEPA has provided.

The Partner and LFEPA will comply fully with the requirements of Data Protection legislation.

- 1.5 To pay any associated maintenance costs and all post installation costs which may arise for the life of the system.
- 1.6 To monitor the work of the Contractor to ensure that they are fulfilling their contractual obligations in relation to the supply and installation of the Sprinkler System, in addition to compliance with relevant standards. A copy of the installation and commissioning certification is required to evidence this.
- 1.7 To monitor and collate information in respect of each household that is in receipt of a Sprinkler System, providing results to London Fire Brigade ("LFB") Fire Safety Regulation ("FSR") Team Leader.
- 1.8 Ensure that the resident(s) is/are aware that they will need to allow maintenance to take place e.g. to allow technicians to have access to the premises to maintain/repair the system, as required.
- 1.9 At the request of the LFB to arrange for LFB to visit the premises before, during and after the installation of the system.
- 1.10 Ensure compliance with all current relevant legislation.

- 2.1. Subject to;
 - a) The Housing Provider making, satisfactory progress with regard to the Project;
 - b) The Housing Provider submitting quarterly updates during the installation and commissioning phase;
 - c) The Housing Provider using the funding received from LFEPA paid under this agreement solely in relation to the installation of Sprinkler Systems only;
 - d) The Housing Provider complying with the Terms and Conditions of the agreement; and
 - e) Upon completion of the works to the entire satisfaction of the Housing Provider (which is to be confirmed by the Housing Provider who will provide such evidence as LFEPA might require);

- 3.1 Prior to commencement of installation(s), an estimate is required detailing projected costings of works via the Bid application process.
- 3.2 The Housing Provider must keep a record of expenditure in relation to the Project, and retain all accounting records relating to that expenditure for a period of at least six years from the date on which the Project ends. The Housing Provider must make these records available at any reasonable time for inspection by LFEPA.

Signature:

Name:

Position:

Date:

Principal contacts:

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