

# Fire Safety Policy

## INFORMATION

<b>Policy Name</b>	<b>Fire Safety Policy</b>
<b>Effective Date(s)</b>	<b>September 2024</b>
<b>Approved By</b>	<b>Property Operations Committee</b>
<b>Approval Date</b>	<b>24 September 2024</b>
<b>Policy Owner/Dept</b>	<b>Neil Wilmer, Compliance &amp; Building Safety</b>
<b>Policy Author</b>	<b>Ruth Woodyatt, Fire Safety Manager. Henry Simms, Compliance Lead.</b>
<b>Review Date</b>	<b>July 2026</b>
<b>Version Number</b>	<b>1</b>

## Version Control

Version	Date	Changes	Approver
1	July 2024	New Policy created; <ul style="list-style-type: none"> <li>• Captures current Fire Safety legislation.</li> <li>• Sets out clear roles and responsibilities,</li> <li>• Includes the creation of Fire Safety Management Plan which is enforceable by Policy setting out 'The How'. All day-to-day operational detail will be detailed in the FSMP.</li> </ul>	R. Woodyatt/ H.Simms

Your Housing Group Strategic Priorities			
Safe	<input checked="" type="checkbox"/>	Viability	<input type="checkbox"/>
Landlord	<input checked="" type="checkbox"/>	Growth	<input type="checkbox"/>
People	<input type="checkbox"/>	Technology	<input type="checkbox"/>

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<b>Relevant Legislation &amp; Related Documents</b>	<p><b>Relevant Legislation</b></p> <ul style="list-style-type: none"> <li>• Health and Safety at Work etc. Act 1974</li> <li>• Fire Safety Act 2021</li> <li>• Building Safety Act 2022</li> <li>• Equality and Diversity Act 2010</li> <li>• Fire Safety (England) Regulations 2022</li> <li>• Regulatory Reform (Fire Safety) Order 2005</li> <li>• Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022</li> <li>• Housing Act 2004</li> </ul> <p><b>Related Documents</b></p> <ul style="list-style-type: none"> <li>• Health, Safety and Wellbeing Policy</li> <li>• Building Safety Policy</li> <li>• Electrical Safety Policy</li> <li>• Gas Safety and Heating Policy</li> <li>• Lifting Equipment Policy</li> <li>• Smoke and CO Alarm Policy</li> </ul>
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## 1. Purpose & Introduction

Your Housing Group (“The Group”) aims to assure the life safety of customers, employees, contractors, members of the public, and firefighters in the event of a fire. The Fire Safety Policy outlines the arrangements in place to comply with associated legislation, standards, and good practice guidance to identify, manage, and mitigate the risks associated with fire in the buildings that The Group owns and manages.

The Fire Safety Management Plan (FSMP) will set out The Group’s operational approach to managing fire safety, including monitoring and accountability, assessing fire risk, remedial action to reduce fire risk, and maintaining fire systems, the fabric, and arrangements in buildings within the portfolio.

The operational procedures in the FSMP set out how The Group will meet the statutory obligation outlined in this policy, and therefore, the FSMP is enforceable through this policy.

## 2. Policy Statement

The Group is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk from fire exists in The Group owned and managed properties. The Group accepts that it is the Responsible Person and Duty Holder for its premises and is responsible for protecting its customers, employees, those who work in The Group’s premises and others from risks arising from fire safety.

The Regulator of Social Housing and Home Standard requires Registered Providers to meet all applicable statutory requirements for the health and safety of customers in their homes, including fire safety management.

To meet our statutory duties concerning Fire Safety Management, The Group will comply with its legal duties as set out in The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005), Fire Safety Act 2021, Building Safety Act 2022, and The Fire Safety (England) Regulations 2022. To comply with the duties in these regulations, The Group will:

In relation to the RRO 2005 as amended by the Fire Safety Act 2021 –

- Carry out and review fire risk assessments regularly, or sooner if there is reason to suspect that the most recent risk assessment is no longer valid.
- Employ suitable, qualified, and competent contractors to carry out fire risk assessments and fire safety-related works.
- Act on recommendations made by specialist contractors employed by the Group to carry out fire risk assessments.
- Carry out general fire precautions aimed at identifying and addressing fire hazards.
- Ensure that sufficient measures are in place to prevent fire spread.
- Ensure means of escape can be safely and effectively used.
- Ensure that means of fighting fires are available and align with each premises fire strategy.
- Ensure measures are in place for detecting fires and that early warnings are available in line with the fire strategy of each premises.
- Ensure sufficient instruction and training are provided to occupants and users on actions to take in the event of a fire.
- Ensure that appropriate training is provided to employees appointed to the fire marshal role.
- Conduct fire drills to support the information provided to individuals as necessary to support the evacuation strategy for each premises.
- Ensure that any facilities, equipment, and devices provided for safety purposes are subject to suitable maintenance and in good working order.

In relation to The Fire Safety (England) Regulations 2022 –

- Install and maintain a secure information box at high-rise residential buildings that is in line with the regulations.
- Inspect the secure information box at least annually and ensure it meets the regulations' requirements.
- Prepare and keep up-to-date a record of the design and materials of external walls for high-rise buildings and provide an electronic copy to the fire and rescue authority.
- Prepare and keep up-to-date floor plans and building plans for each floor of a high-rise residential building and provide an electronic copy to the fire and rescue authority.

- Undertake monthly routine checks of lifts for firefighters' use, evacuation lifts, and essential firefighting equipment located in high-rise residential buildings.
- Ensure that high-rise residential buildings contain clear markings of floor identification and identification of domestic premises.
- Display fire safety instructions for residents in any building within the scope of the regulations.
- Provide new customers and all customers with an up-to-date copy of fire safety and fire door information within 12 months or after any material changes to the instructions previously issued.
- Use best endeavours to check internal domestic fire doors at least every 12 months for buildings within the regulations' scope.
- Undertake checks of any fire doors in communal areas of buildings at least every three months for buildings within the scope of the regulations.

In relation to the Building Safety Act 2022 –

- Ensure all occupied higher-risk buildings with its stock portfolio are registered with the regulator.
  - Display building assessment certificates for higher-risk buildings as required by the regulations.
  - Take appropriate action where recommendations are made to the regulator to improve safety.
  - Undertake assessments of the building safety risks and undertake further assessments at regular intervals when there is reason to believe that the most recent assessment is no longer valid or when directed to do so by the regulator.
  - Take appropriate action to manage building safety risks.
  - Prepare and keep up to date a safety case report for each higher-risk building.
  - Maintain information and records to evidence compliance with this regulation.
  - Prepare a resident engagement strategy to promote the participation of relevant persons in building safety decisions.
- Operate a Mandatory Occurrence Reporting System for higher-risk buildings for fire and structural-related occurrences that are likely to cause injury or harm to many people.

### **3. Scope of Policy**

This policy applies to all buildings to which the Regulatory Reform (Fire Safety) Order (2005) applies, those that are either owned or occupied by The Group or its subsidiary companies.

*The Regulatory Reform (Fire Safety) Order (2005)* applies to those with common means of escape or facilities. This includes the common parts of multi-occupied residential buildings and workplaces such as purpose-built blocks of flats, buildings converted into blocks of flats, commercial units, offices, and houses of multiple occupation. It does not apply to single private domestic dwellings, including the habitable parts of buildings such as flats.

#### **4. Roles and Responsibilities**

The organisational responsibilities are outlined below to ensure that The Group has clear lines of accountability for delivering its fire safety arrangements.

##### **4.1 Board of Management and Chief Executive**

As defined in the Regulatory Reform (Fire Safety) Order 2005 (FSO), the “responsible person” is an employer, owner, or person who has control over a workplace or premises with common means of escape or facilities; therefore, the responsible person for Your Housing Group is the Board and Chief Executive.

Responsible for:

- Establishing key H&S policies
- Awareness of risks and risk controls in place
- Agree on performance targets and a performance monitoring framework.
- Ensuring the availability of adequate resources and competencies for delivering policy commitments
- Ensure appropriate reporting and auditing activity.
- Hearing the voice of The Group’s customers

The Chief Executive has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to fire safety management.

Under this policy, The Group has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors and consultants. The Group will appoint only competent and suitable qualified contractors.

##### **4.2 Chief Property Officer, Executive Director of Housing, Director of Development, Director of Risk, Assurance and Improvement**

Responsible for:

- Ensuring this Policy is fully complied with across their associated business areas by:
- Provide visible leadership and clear direction while promoting a fire safety culture.
- Overall responsibility for implementing this policy and ensuring adequate resources are available to meet the policy objectives.
- Ensuring that appropriately qualified and suitably experienced people are employed to implement this policy and that appropriate work programmes are in place to discharge relevant duties.
- Ensuring The Group is prepared for a serious incident or developing crisis that requires intervention above and beyond ‘normal’ management procedures.

### **4.3 Head of Compliance and Building Safety**

Responsible for:

- Relaying relevant changes to legislation, standards, and good practice guidance to employees at all levels of the organisation
- Responsible for implementing the Policy, ensuring it is relevant, current, and available to its intended stakeholders.
- Ensuring a fire safety framework is in place, monitored, reviewed, and effectively delivered through appropriate resourcing, clearly defined and detailed in the fire safety management plan, and embedded within day-to-day operations.
- Oversight of fire-related programmes, enabling open, transparent, true and accurate reporting on operational performance. This encompasses the production of performance reports and information relating to fire safety compliance and significant risk issues at the appropriate forums within The Group's monitoring structure.

### **4.4 Fire Safety Manager**

Responsible for:

- Ensuring the fire safety management plan is developed, delivered, relevant, current, and practical.
- As part of the monitoring framework, regular performance reports are provided to the Compliance Lead and Head of Compliance & Building Safety for review and progression throughout The Group's monitoring and scrutiny forums.
- Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working.
- Administer associated contracts and act as the first point of contact for fire safety related queries.
- Ensure effective management of The Group's fire safety programmes and risk register.
- Ensure that fire safety information is available for relevant persons.
- Liaising with employees, contractors, fire safety professionals, and customers about matters pertaining to fire safety for locations within the scope of this policy.
- Ensuring a periodic review of fires and false alarms to identify themes/trends is carried out.

### **4.5 Interim Director of Housing, Head of Older Persons Services, Head of Supported Housing, Head of Customer Voice and Insight and Facilities Manager**

Responsible for:

- Oversight of day-to-day inspections and tests of fire safety systems and means of escape in each building.
- Ensuring accurate Fire Emergency Plans are displayed, and fire drills are carried out.
- Provide new customers with Fire Emergency Plans and fire safety information.
- Completing Person Centred Fire Risk Assessments and/or Personal Emergency Evacuation Plans with customers when made aware of vulnerabilities that may impact

on their fire safety, and ensuring a customer's ability to self-evacuate is reviewed as part of the allocations process.

- Facilitate access for fire risk assessments and audits by the fire and rescue service.
- Support the delivery of fire safety system actions and take legal action if necessary.

#### **4.6 Compliance Lead**

Responsible for:

- Procuring competent and suitably qualified contractors, third-party accredited by a UKAS certification body, to deliver fire safety-related servicing and maintenance programmes.
- Providing regular and transparent performance data relating to the delivery of fire safety-related servicing programmes for active fire safety systems and any other equipment that impacts a building's fire safety and escalating any significant risks relating to building fire safety to the Head of Compliance and Building Safety.
- Ensuring a periodic review of fires and false alarms to identify themes/trends is carried out.

#### **4.7 Head of Occupational Health and Safety**

Responsible for:

- Supporting employees with occupational H&S incident investigations and disseminating final outcomes and lessons learnt throughout the organisation.
- Facilitating the fire safety training programme to all Group employees that is appropriate to their roles and responsibilities and is refreshed periodically.
- Ensuring a sufficient number of fire marshals to facilitate the evacuation of workplaces across The Group where appropriate.

#### **4.8 Managers at all levels of the organisation**

Responsible for:

- Ensuring that employees are familiar with the fire safety policy and their responsibilities.
- Making sure employees are competent and receive necessary fire safety training.
- Logging and recording fire incidents and report serious incidents to the Head of Compliance and Building Safety
- Ensuring findings from Fire Risk Assessments are completed on time.
- Consider fire safety risks during repair and improvement work and ensure compliance with regulations and standards.

#### **4.9 Employees at all levels of the organisation**

All employees have a duty to take reasonable care of themselves, their colleagues, contractors, customers, and members of the public and are responsible for:

- Ensuring familiarity with this policy and fire safety responsibilities.
- Reporting any work situations that pose a fire safety risk to their line manager.
- Reporting any deficiencies or shortcomings in this policy to your line manager.
- Seeking guidance from the Fire Safety Team on fire safety-related matters.
- Attending fire safety training as required.
- Reporting all fire incidents, including false alarms, to your line manager.
- Not interfering with or misuse any fire safety systems or equipment.
- Cooperate with The Group on all fire safety matters.

## **5. Data Protection, Record Keeping and Retention**

This Policy and any systems used as part of it will be delivered in accordance with The Group's Data Protection Policy. Accurate and appropriate records will be retained to evidence compliance with this policy.

## **6. Equality and Diversity**

This Policy will be applied to ensure equality of treatment for all customers without discrimination or victimisation on account of any protected characteristic defined within the Equality Act 2010. In drafting this policy, The Group has had regard to its public sector equality duties under s149 of the Equality Act 2010, namely the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited.
- Advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This Policy pays regard to diversities around access to and delivery of any services. On request, The Group will provide translations of all its documents, policies and procedures in various languages and formats, including braille, large print, and audio.

## **7. Monitoring and Review**

The Fire Safety Policy will be monitored for effectiveness by the Head of Compliance and Building Safety. It will be reviewed every two years or more frequently to reflect the following:

- Organisational changes, for example, changes to staff structures or IT systems.
- Changes to legislation, standards, and good practice guidance.
- Changes are made to associated policies or procedures.
- Lessons learned from incidents.



## 8. Communication

The Group will;

- Ensure that appropriate Fire Safety information is provided to relevant persons on our website and upon request.
- Ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.
- Promote awareness of fire-related risks through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.
- Ensure that appropriate and suitable training is provided to staff; the Group will carry out training needs where applicable.
- Will adopt and undertake surveys by the Regulatory standards. These will be utilised to address any reports on outstanding works, issues, or concerns that warrant further action or learning and will be shared with contractors delivering services.

### Related Documents

Document Type	Name
Connected Policies and Procedures	Health, Safety and Wellbeing Policy

	<b>Equality, Diversity and Inclusion Policy</b> <b>Smoke and CO Alarm Policy</b>
<b>Forms and Letters</b>	
<b>Leaflets/Publicity Material</b>	
<b>Training Materials Available</b>	
<b>Intranet/ Website Page</b>	

## Checklist

(To be completed as far as possible by the Policy Author before submission for quality checking by Research and Policy Manager prior to Risk and Compliance Group)

<b>Policy Name:</b> Fire Safety Policy		
<b>Version No:</b> 4	<b>Effective Date:</b> July 2024	
<b>Status:</b> Full Review		
<b>Previous Policy Name (where appropriate)</b> Fire Safety Policy		
<b>Brief Summary of Changes from Previous Version:</b>  Full review of structure and content to ensure in line with current legislation and working practices		
<b>Internal Consultation Groups:</b>  <b>Customer Connect Panel</b>  To go to <b>Customer Connect Panel on 28 July</b>	<b>Customer Consultation:</b> <input checked="" type="checkbox"/>	
	<b>Date of Customer Consultation:</b> 25 <sup>th</sup> of July 2024  Customer Consultation Brief Details: This Policy was presented to the Customer Connect Panel and no objections or additional suggestions for change were made.	
<b>Link to Consultation Document(s):</b>		
<b>Date Initial Equality Impact Assessment Undertaken:</b> n/a	<b>Equality Impact Assessor name(s):</b> Carly-Anne Greenall Darren Shelley Vicky Byrne	
<b>Reason for Decision:</b> Full review		
<b>Date Full Equality Impact Assessment Undertaken:</b> July 2024		
<b>Brief Outline of any Changes Recommended from EIA:</b> None		
<b>Data Protection/ GDPR Implications:</b> <input checked="" type="checkbox"/>		
<b>Brief Outline of Data Protection/GDPR Implications:</b> YHG shall keep appropriate and up to date records and certification relating to the management of Fire Safety.  All Fire Risk Assessments and action evidence will be stored at a property or building specific level within C365  YHG will work towards ensuring documentation regarding the ongoing Fire Safety regime is also held with YHG systems.  There should be no requirement to retain any records which contain personal data on customers		
<b>Legal Implications:</b> <input type="checkbox"/>	<b>Legal Panel Consulted:</b> <input type="checkbox"/>	<b>Date:</b>
<b>Risk Implications:</b> <input checked="" type="checkbox"/>	<b>Risk Logged on Datix:</b> <input checked="" type="checkbox"/>	<b>Date:</b>

<b>Resource Implications</b>	<b>People:</b> <input type="checkbox"/>	<b>Finance:</b> <input type="checkbox"/>	<b>Asset:</b> <input type="checkbox"/>	<b>Other:</b> <input type="checkbox"/>
<b>Brief Summary of how Resource Implications have been addressed:</b> No resource implications, policy will be delivered in line with current budget and resources				
<b>How will communication on this Policy take place: (please delete as appropriate)</b> Intranet/ Email / E-Learning/ Face to Face Training				
<b>Policy Owner: (Department)</b> Compliance			<b>Policy Author:</b> Neil Wilmer	
<b>Policy Signed Off by:</b> Neil Wilmer			<b>Date:</b> July 2024	
<b>Policy Quality Checked by Policy Research Lead:</b> Vicky Byrne			<b>Date:</b> July 2024	
<b>Policy Approved by:</b> Risk and Compliance Group			<b>Date:</b> July 2024	
<b>Policy Approved by:</b> Property Operations Committee			<b>Date:</b> September 2024	