

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

## Contents

Contents.....	1
1.0 Introduction .....	1
2.0 Statement of intent.....	2
3.0 Policy objectives, key performance indicators (KPI) and reporting .....	3
4.0 Definitions.....	5
5.0 Legislative, regulatory and strategic alignment.....	5
6.0 Responsibilities .....	6
7.0 Policy delivery .....	10
7.1 Fire safety management arrangements.....	10
7.8 Information, instruction and training .....	14
7.9 Information for customers.....	14
8.0 Consultation.....	15
9.0 Approval and revision .....	15

## 1.0 Introduction

- 1.1 The occurrence of a fire within a building poses a significant risk to the occupants and can also result in damage or loss of property which can result in severe disruption to service and personal wellbeing.
- 1.2 Managing the risk of fire demands robust fire safety precautions based upon a combination of adequate fire safety systems and arrangements. These systems are dependent upon a number of factors including a buildings use, the occupancy, the inherent fire risks and our statutory legal obligations, as a duty holder.
- 1.3 Whilst fire safety systems are intended to provide protection to building occupants in the event of a fire, effective fire safety management arrangements ensure that the incidence of fire is significantly reduced, and the impact of a fire incident is minimised.
- 1.4 The fire safety management policy defines the arrangements for managing the risks to health and safety from the occurrence of fire and sets out the responsibilities that together underpin the commitment to managing fire safety and maintaining legislative compliance.

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

## 2.0 Statement of intent

- 2.1 Beyond Housing recognises the risks posed by the occurrence of fire and acknowledges the statutory obligations imposed by the Regulatory Reform (Fire Safety) Order, 2005, the Fire Safety (England) Regulations, 2022, the Fire Safety Act, 2021 and the Building Safety Act, 2022 in respect to the management of fire safety.
- 2.2 Beyond Housing is committed to providing a safe environment for its colleagues, contractors, customers and visitors, by conducting its business in a way that protects the health, safety and welfare of each individual.
- 2.3 With this aim, Beyond Housing will ensure that fire safety management arrangements are established, maintained and promoted to ensure continual improvement across the operation of its services by:
- Ensuring that suitable and sufficient governance arrangements are in place to manage all fire related subjects and matters concerning fire safety
  - Ensuring that an effective organisational structure is established which defines clear roles and responsibilities for the management of fire safety
  - Provision of adequate resources to ensure effective management of fire safety
  - Ensuring that the risks posed by fire are assessed and adequately controlled to reduce those risks to a negligible/tolerable level
  - Ensuring that mechanisms are established to minimise, so far as is reasonably practicable, the occurrence of fire within the buildings that Beyond Housing owns or manages
  - Ensuring that in the event of a fire, adequate measures are established to eliminate or to minimise the impact on life safety, business continuity, buildings and the environment
  - Promoting awareness, to relevant stakeholders, of the risks posed by fire and the relevant actions to be taken in the event of a fire
  - Proactively developing and maintaining working relationships with all relevant stakeholders and appropriate bodies to facilitate the maintenance of the fire safety standards
  - Regularly monitoring compliance with the requirements of the Regulatory Reform (Fire Safety) Order (2005), the Fire Safety England Regulations and the Fire Safety Management Policy.

**Signed:**

**Date:**

**Rosemary Du Rose, Chief Executive**

<b>Fire safety management policy</b>	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

### 3.0 Policy objectives, key performance indicators (KPI) and reporting

3.1 The implementation of the fire safety management policy will ensure Beyond Housing meets its statutory obligations in terms of fire safety.

3.2 The objectives of the fire safety management policy are to ensure that:

- Competent ‘responsible persons’ are appointed to take day-to-day responsibility for managing and controlling compliance with statutory obligations for fire safety
- Organisational roles and responsibilities to support the delivery of the of fire safety compliance programmes are clearly defined
- Procedures are established detailing specific actions and responsibilities for effective management of fire safety
- Mechanisms are established to effectively deliver fire safety compliance programmes and maintenance of associated records
- Processes are in established to make sure that any repairs or follow-on works are carried out and associated records are maintained
- All relevant nondomestic buildings will, where appropriate, and commensurate with risk have adequate fire safety systems installed
- Fire risk assessments are conducted and periodically reviewed for all non-domestic premises including communal areas of block of flats
- Fire safety systems are inspected, tested, serviced and maintained in accordance with statutory obligations and technical standards/guidance
- Periodic inspections are undertaken of communal areas to ensure good housekeeping practices are in place to minimise the risk and spread of fire
- Any colleagues or contractors who may undertake work upon or may be exposed to fire hazards are adequately trained and have the necessary competency to be able to undertake the work safely in accordance with statutory obligations
- Customer awareness regarding the potential risks from fire, the action to take in the event of a fire and the importance of fire safety systems is provided
- Regular review of fire safety compliance is undertaken in accordance with Beyond Housing’s health and safety reporting framework
- Periodic auditing the fire safety management policy and supporting fire safety management procedures is undertaken.

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- 3.3 The fire safety management policy is applicable to all non-domestic premises. This includes communal areas of multiple occupied properties, specialised housing such as sheltered, retirement living, extra care, supported housing and workplaces.
- 3.4 The board will receive regular updates at each board meeting regarding compliance with the fire safety management policy and fire safety performance along with notification of any non-compliance issues which are identified. This is so they have assurance that the policy is operating effectively in practice.
- 3.5 The leadership team will receive monthly reports in respect of fire safety management performance to provide assurance that compliance is being achieved. They will also be notified of any non - compliance issues identified.

Control	Owner (Job role)	Policy objective alignment
100% completion of periodic inspection, testing, servicing and maintenance of fire safety systems	Director of assets and sustainability	Reporting of performance to monthly asset compliance meeting.
100% Fire risk assessments completed within defined review period	Health and safety manager	Reporting of performance to the quarterly health and safety performance meeting and the health and safety executive forum
Accurate weekly report available of fire risk assessment actions – open, overdue and due in 30 days	Health and safety manager	Reporting of actions at weekly directors meeting and quarterly reporting of actions to the health and safety performance meeting.

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

Weekly compliance sampling of fire risk assessment actions	Health and safety manager	Random weekly sample of closed fire risk assessment actions to provide additional assurance of compliance with statutory obligations. Reported through health and safety framework.
Biennial internal audit of policy and supporting procedures by health and safety team	Health and safety manager	Auditing the fire safety management policy, supporting systems and procedures to identify areas of strength and areas for improvement.
Biennial (internal audit) of policy and supporting procedures by an external auditor	Risk manager	Auditing the fire safety management policy, supporting systems and procedures to identify levels of assurance and risk.

## 4.0 Definitions

- 4.1 The **Principal Accountable Person (PAP)** is defined under the Building Safety Act as the person or organisation which is responsible for assessing and managing the risks posed to people in a building from structural failure or the spread of fire. The Act is applicable to high rise residential buildings (those that are over 18 metres or of seven stories or more).
- 4.2 The **Responsible Person (RP)** is defined under the Regulatory Reform (Fire Safety) Order, 2005 as the person who is responsible for ensuring that a suitable and sufficient assessment of fire risks is undertaken for non-domestic premises, including the communal areas of multi occupied blocks of flats. In addition, the RP must also ensure that suitable fire safety arrangements are established and maintained to prevent the occurrence of fire or in the instance of a fire, reduce the risks posed to persons.
- 4.3 **Fire safety systems** is a collective term used to describe components that are integrated into a building to facilitate early warning, safe evacuation and the prevention of fire spread, including fire alarms, emergency lighting, automatic opening vents, water suppression etc).

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- 4.4 **Technical standards** is a collective term used to reference British and European standards which are applicable to the installation use and maintenance of fire safety systems. These guidance documents outline precise criteria for the installation use and maintenance of fire safety systems. Although, the standards are not a legal requirement, application of the defined criteria is evidence of due diligence and used to demonstrate compliance with statutory obligations.

## 5.0 Legislative, regulatory and strategic alignment

- 5.1 Implementation of the fire safety management policy will ensure Beyond Housing meets its statutory obligations in respect of:

- Health and Safety at Work etc. Act, 1974.
- Building Safety Act, 2022
- Fire Safety (England) Regulations, 2022
- Building Safety Act, 2022
- Fire Safety Act, 2021
- Regulatory Reform (Fire Safety) Order, 2005
- Building Regulations - Approved Document B (fire safety) volume 1: Dwellings, 2019 edition incorporating 2020 and 2022 amendments
- Building Regulations - Approved Document B (fire safety) volume 2: Buildings other than dwellings, 2019 edition incorporating 2020 and 2022 amendments
- Housing Act, 2004
- **Regulatory Standards** - the application of this policy will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by Regulator of Social Housing (RSH).

## 6.0 Responsibilities

- 6.1 This section defines the overarching management structure and the designated roles and responsibilities for the implementation of the fire safety management across Beyond Housing.
- 6.2 The **chief executive** has overall responsibility for the management of fire safety within Beyond Housing and is the Principle Accountable Person (PAP) as defined within the Building Safety Act, 2022. The **chief executive** shall:
- Ensure that the fire safety management policy is maintained across Beyond Housing
  - Allocate responsibilities within the senior leadership team to ensure that Beyond Housing effectively discharges its statutory obligations

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- Ensure that duties allocated under the Building Safety Act, 2022 are effectively discharged
- Ensure that adequate resources are made available to administer, co-ordinate and implement the fire safety management policy
- Ensure fire safety performance is reviewed on a regular basis and reported to the Board.

6.3 The **Chief Operating Officer** is tasked with overseeing the core operational functions of the business. The **Chief Operating Officer** will:

- Ensure adherence to the fire safety management policy is maintained across Beyond Housing
- Ensure robust fire safety management systems, arrangements and organisational responsibilities are established for each operational department
- Ensure appropriate departmental resources are available to administer, co-ordinate and implement this policy.

6.4 The **leadership team** are responsible for:

- Ensuring that all **colleagues** are made aware of the fire safety management policy
- Ensuring business wide compliance with the fire safety management policy
- Ensuring that fire safety implications are considered during operational planning to ensure suitable and sufficient arrangements are established and adequate resources are allocated to manage fire safety across their areas of responsibility
- Ensuring that fire safety performance is monitored, reviewed and prioritised
- Ensure that effective communication exists for fire safety between all departmental and operational functions
- Ensure that fire safety updates/performance reports are provided to the **executive team** and to the **board** on a regular basis.

6.5 The **director of asset and sustainability** has delegated responsibility as the Responsible Person (RP) as defined under the Regulatory Reform (Fire Safety) Order, 2005 and the Fire Safety (England) Regulations, 2022 to ensure that robust arrangements are established for the management of fire safety compliance. The **director of assets and sustainability** will ensure that:

- Sufficient departmental resources are available to administer, co-ordinate and implement the fire safety management policy
- Ensure that the duties defined within the Regulatory Reform (Fire Safety) Order, 2005 and the Fire Safety (England) Regulations, 2022 are effectively discharged
- Robust management systems, arrangements and organisational support exist to effectively manage asset information and fire safety compliance programmes
- Compliance KPI's are established to report and monitor performance

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- Reports regarding the application and performance of the fire safety management policy are prepared and brought to the attention to the senior leadership team and the Board on a regular basis via the health and safety reporting framework
- Any issues regarding the effective application of the fire safety management policy are immediately brought to the attention of the senior leadership team.

6.6 The **director of property and commercial operations** has delegated responsibility for strategic allocation of operational resources and overall management of the operational teams delivering planned and responsive repair works. The **director of property and commercial operations** will ensure that:

- The fire safety policy is effectively implemented across their service area
- Sufficient resources are allocated to deliver repairs and maintenance, routine inspection and remedial works programmes for fire safety works
- Fire safety implications and relevant controls are established for capital projects, refurbishments and repair work to comply with fire legislative requirements
- Inspections programmes, to check the suitability of fire safety measures are delivered effectively to discharge statutory obligations
- The results of fire risk assessments and inspections feed into routine business planning processes so that appropriate resources are made available to implement any additional actions
- Arrangements are established to ensure that persons undertaking fire safety works are suitably competent and where necessary certified
- Ensure that fire safety related remediation documentation is stored within the Electronic Document and Records Management System (EDRMS).

6.7 The **director of customer services** is responsible for:

- Ensuring that customers meet their responsibilities outlined in their tenancy agreement with regards to fire safety
- Liaising with customers with regards to the provision of fire safety information and in instances where common area fire safety standards have been compromised by a customer's activities
- Reporting the occurrence of a fire within a residential/multi occupied property to the Health and Safety team and the Assurance team
- Following the completion of remedial works within a fire damaged property, making an informed decision as to whether a property is habitable and liaise with customers to arrange reoccupation



Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- Arranging for temporary accommodation for customers where a property is not deemed to be habitable following the occurrence of a fire.

6.8 The **director of development and regeneration** is responsible for leading development and regeneration activities whilst ensuring compliance with regulatory requirements and corporate policy. The **director of development and regeneration** will ensure that:

- The fire safety management policy is applied effectively to development and regeneration activities
- The specification, design and construction of all new developments complies with the requirements of statutory obligations as defined within the Building Regulations (specifically approved document B)
- All new fire safety installations are tested and inspected in accordance with statutory obligations prior to handover
- Mechanisms are established to ensure that new build properties and associated fire compliance records are captured within the electronic document and records management system.

6.9 The **facilities team** are responsible for the day-to-day management of fire safety systems undertaken within the properties owned or managed by Beyond Housing. The **facilities team** will ensure that:

- Robust mechanisms are established to ensure that the asset information remains accurate and up to date
- All fire safety systems requiring routine testing, servicing and maintenance of fire safety systems are captured within fire safety compliance programmes
- Arrangements are established to periodically monitor the delivery of fire safety related compliance programmes
- Ensuring that any remedial works associated with fire safety systems are arranged and completed within adequate timescales
- Ensuring the necessary checks of fire safety systems are completed, as required, and are recorded
- Ensuring appropriate records are maintained (within the Electronic Document and Records Management System) for routine testing, servicing and maintenance of fire safety systems
- Any incidents or significant issues which pose a potential risk of injury or statutory non-compliance are reported to the **health and safety team**.

6.10 **Managers and team leaders** are responsible for:

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- Ensuring that this policy and supporting procedures are brought to the attention of **colleagues** within their area or responsibility
- Ensuring compliance with this policy and supporting procedure whilst planning or undertaking any activities
- Ensuring that actions identified from fire risk / building safety assessments are actioned in a timely manner
- Ensuring that **colleagues** attend any fire safety specific training as required by their role
- Ensuring that controls to minimise the risk of fire occurring or action to be taken in the event of a fire are implemented across their areas of responsibility
- Ensuring all **colleagues** and contractors are inducted and are made aware of the specific fire safety arrangements and action to be taken in the event of a fire
- Ensuring that all fire incidents and near misses are reported to the health and safety team
- Reporting any deficiencies in fire safety measures to the **health and safety team**.

6.11 The **health and safety team** are nominated as a Duty Holder under the Regulatory Reform (Fire Safety) Order, 2005 in respect of fire risk assessments. The **health and safety team** are responsible for:

- Advising and contributing to the development of fire and building safety policies and procedures ensuring that documentation is legislatively compliant
- Completing fire risk assessments in accordance with the requirements of the Regulatory Reform (Fire Safety) Order, 2005
- Undertaking periodic fire safety audits to ensure that Beyond Housing are compliant with policy, procedures, processes and statutory requirements
- Providing advice and guidance in relation to the management of fire and building safety and relevant statutory requirements
- Ensuring that appropriate fire safety compliance sampling is carried out on a regular basis and the findings reported via the health and safety reporting framework
- Reviewing and reporting fire safety management performance and compliance via the health and safety reporting framework.

6.12 All **colleagues** have a duty to take care for their own and others' health and safety and will ensure that they:

- Familiarise themselves with the fire safety procedures
- Undertake fire safety training as and when required
- Comply with fire safety procedures, safe systems of work information, instruction and training provided
- Don't do anything that will put themselves or other people at risk from fire

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

- Report any problems relating to fire safety and ensure colleague and customer safety is a priority
- Don't interfere with or misuse any fire safety equipment
- Co-operate in undertaking fire drills and evacuation
- Inform their immediate manager of any disability that may impact their ability to self-rescue from the premises in the event of a fire or emergency situation.

## 7.0 Policy delivery

### 7.1 Fire safety management arrangements

7.1.1 The following sections of the fire safety management policy detail the Beyond Housing's arrangements for managing and controlling the risks posed by fire.

### 7.2 Building Safety

7.2.1 The Building Safety Act is applicable to high rise residential buildings (those over 18 metres or seven stories).

7.2.2 Beyond Housing currently has one building that is over 18 metres, however, the building is currently being decanted and scheduled to be demolished, therefore although the role of the PAP is defined within this policy the requirements will not need to be discharged once the building is vacated.

7.2.3 Beyond Housing has however, committed to adopt some of the principles of the Building Safety regime including the establishment of a 'golden thread' of information for all new build properties and compilation of electronic information for existing buildings.

### 7.3 Fire risk and building safety assessments

7.3.1 The Regulatory Reform (Fire Safety) Order, 2005 requires the RP to ensure that fire risk assessments are undertaken for all non-domestic premises including communal areas of blocks of flats. In addition, the Fire Safety Act, 2021 expands this duty to ensure that the risks from fire are assessed for building that contain two or more residential dwellings.

<b>Fire safety management policy</b>	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

7.3.2 Fire risk assessments conforming to the Publicly Available Standard (PAS) 79 will be completed for all blocks that contain shared communal areas which are enclosed or where the means of escape is shared.

7.3.3 Where multi occupied buildings do not have an enclosed communal area or shared means of escape and access is via individual flats entrance doors to the open air, to comply with the requirements of the Fire Safety Act, 2021 an assessment will be conducted using the PAS 79 methodology however, the arrangements for fire safety systems and management arrangement have been removed as they are not applicable. These assessments are referred to as building safety assessments.

7.3.4 Fire risk and building safety assessments will be conducted by the health and safety team.

## **7.4 Fire risk and building safety assessment actions**

7.4.1 To ensure that the risks posed from fire are effectively managed and adequately controlled, actions arising from fire risk / building safety assessments will be recorded onto the asset management system.

7.4.2 Actions will be assigned to named individuals from relevant directorates dependent upon the risk areas identified (i.e., fire safety systems, management arrangements, repairs or customer issues).

7.4.3 Action owners will ensure that actions are reviewed and actioned within relevant timescales. Where this is not possible the action owner shall provide tangible updates with progress of the action.

7.4.4 Records and evidence of closure shall be uploaded to the EDRMS..

## **7.5 Properties managed by commercial leaseholders**

7.5.1 Completion of fire risk assessments for properties which are occupied by commercial leaseholders are the responsibility of the lease holder.

7.5.2 Beyond Housing will endeavour to ensure that commercial leaseholders fulfil the requirements of their lease agreement by complying with the requirements to undertake a fire risk assessment.

7.5.3 Records will be requested from leaseholders on an annual basis to confirm compliance with their statutory obligations under the Regulatory Reform (Fire Safety) Order, 2005.

<b>Fire safety management policy</b>	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

## 7.6 Routine testing and inspection of blocks

- 7.6.1 Beyond Housing will endeavour to maintain fire safety standards within nondomestic buildings (including communal areas of multi occupied blocks) by undertaking routine inspections. These inspections will include occupier routine testing of fire safety systems in accordance with the requirements of the Regulatory Reform (Fire Safety) Order, 2005 and technical standards.
- 7.6.2 Additionally, inspections will ensure that the requirement of the Fire Safety (England) Regulations, 2022, specific to fire doors will be undertaken.
- 7.6.3 Records of inspection and testing will be maintained electronically to evidence compliance and effective control of potential risks.

## 7.7 Routine testing, servicing, maintenance of fire safety systems

- 7.7.1 Beyond Housing will ensure that fire safety systems are tested, inspected, serviced and maintained in accordance with relevant technical standards to ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order, 2005.
- 7.7.2 Cyclical testing, inspection, servicing and maintenance will be undertaken by suitably competent and where required, accredited external servicing engineers.
- 7.7.3 Programmes of cyclical testing, inspection, servicing and maintenance will be developed within the asset management system against each respective premise and records of compliance will be maintained within the EDRMS..

## 7.8 Defects and remedial work

- 7.8.1 Beyond housing will ensure there is a robust process in place for the management of any defects and/or remedial works required following the completion of fire risk/building safety assessments and cyclical testing, inspection, servicing and maintenance.
- 7.8.2 Repairs or remedial work will be assigned to relevant operational teams or external contractors dependent upon the work required.
- 7.8.3 Records of remedial works will be maintained electronically within the EDRMS.

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

## 7.9 Fire safety management systems and record keeping

- 7.9.1 Beyond Housing will implement a robust process to deal with all changes to its property portfolio, including new property acquisitions, disposals and stock transfers, in order to ensure that properties are not omitted from fire safety compliance programmes and to ensure that the fire risk assessment, inspection, testing and maintenance compliance programmes remain valid and up to date.
- 7.9.2 Data pertaining to the current property portfolio will be held within the electronic housing management system (Orchard) and fire safety compliance programmes will be driven from the asset management system (Pro master).
- 7.9.3 Beyond Housing will hold accurate and up to date records against each property it owns and/or manages, identifying when the last fire risk assessment was undertaken, and re-assessment dates will be held electronically within the asset management system.
- 7.9.4 All records and documentation pertaining to fire risk assessments, associated remedial actions, inspection, testing and maintenance programmes will be stored within the electronic document and record management system.

## 7.10 Fire safety management procedures

- 7.10.1 Beyond Housing's health and safety team have developed management and operational procedures which are detailed in appendix 1. These procedures support the policy and detail the specific arrangements for the management of fire safety and roles and responsibilities.

## 7.11 Information, instruction and training (colleagues)

- 7.11.1 The Regulatory Reform (Fire Safety) Order, 2005 requires adequate information, instruction (Regulation 19 and 20) and training (regulation 21) is provided to colleagues regarding fire safety risks, the relevant fire safety precautions and the action to be taken in the event of a fire.
- 7.11.2 Colleagues will be provided with fire safety training commensurate with their role. Fire safety training will be identified via the organisational health and safety training matrix. Facilitation of training delivery and records will be maintained electronically by the **Human Resources team**.

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

## 7.12 Information for customers

- 7.12.1 To ensure that customers are aware of the risks posed by fire and the importance of fire safety within their home, Beyond Housing will periodically publicise information relating to fire safety, via our website.
- 7.12.2 In accordance with the Fire Safety (England) Regulations, 2022, fire safety information will be provided to customers where a tenancy resides within a multi occupied block. Information will be specific to the block and will include the evacuation strategy, the action to be taken in the event of a fire and the importance of fire doors.
- 7.12.3 This information is provided on an annual basis and will be provided to new customers at the commencement of a new tenancy.
- 7.12.4 Customers will be able to report any concerns regarding fire or building safety via Beyond Housing's website (<https://beyondhousing.co.uk/my-home/fire-safety/>).

## 8.0 Consultation

- 8.1 This policy has been created with a multi-disciplinary team from across the Beyond Housing business include feedback from asset management, property and commercial operations, development and health and safety. Furthermore, impact assessments have been completed looking at data governance, equality, diversity and inclusion and considering the impact against the customer experience framework. Consequently, this feedback has helped shape the delivery of the policy and will be used to help inform underpinning procedures.

## 9.0 Approval and revision

- 9.1 This policy will be subject to a review every two years or in the instance that:
- Changes to existing or the introduction of new legislation
  - Changes to existing or the introduction of new Approved Codes of Practice / guidance
  - Changes to the Beyond Housing's organisational structure
  - Results of monitoring or audit findings which suggest that a review may be required
  - The findings of a major incident investigation
  - A request by the enforcing authorities (Health & Safety Executive, Building Safety Regulator, Fire and Rescue Services).

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

9.2 It will be the responsibility of the **director of governance and business assurance** to:

- Assess any request for the review of the policy and associated procedures
- Consult with stakeholders regarding the proposed changes
- Undertake a review and update the policy and procedures as required
- Retain records of changes to the policy and procedures for future reference and audit as required.



Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

Approval and revision Criteria	Information
Document written by:	Paul Teece
Document approved by:	Paul Smith
Version No.	6.0

Version no	Revision date	Reason for revision
6	July 2023	Policy migrated to new format, roles and responsibilities updated to reflect current structure, policy delivery arrangements outlined, and details of procedures added as appendices.

## Appendix 1 – Supporting Procedures

### Health and Safety

Reference	Procedure	Procedure owner
HSFSP01	Fire Risk Assessment Procedure	Health and Safety Manager
HSFSP02	Caretakers Common Area Fire Safety Inspection & Testing Procedure	Health and Safety Manager
HSFSP03	Workplace Fire Safety Inspection & Testing Procedure	Health and Safety Manager
HSFSP04	Housing Adviser Common Area Inspection Procedure	Health and Safety Manager
HSFSP06	Tort Removal of Goods Fire Safety Procedure	Health and Safety Manager
HSFSP08	Mobility Scooter Procedure	Health and Safety Manager
HSFSP09	Fire Safety Management and Emergency Plans	Health and Safety Manager
HSFSP10	Active Fire Protection Systems Cyclical Maintenance and Repair Procedure	Health and Safety Manager
HSFSP11	Fire Resistant Construction and Fire Stopping Procedure	Health and Safety Manager

Fire safety management policy	
<b>Document owner:</b> Director of Governance and Business Assurance	<b>Document No:</b> BSG-PL-005
<b>Date approved:</b> September 2023	<b>Review date:</b> September 2025

Reference	Procedure	Procedure owner
HSFSP12	Reporting and Responding to Fire Incidents Procedure	Health and Safety Manager
HSFSP14	Fire Safety on Construction Sites Procedure	Health and Safety Manager
HSFSP15	Monitored Fire Detection and Alarm System Procedure	Health and Safety Manager
HSFSP16	Fire Watch Procedure	Health and Safety Manager
HSP44	Compliance Sampling Procedure	Health and Safety Manager