

Fire Safety Management Policy	
Policy Owner: Director of Governance & Business Assurance	Policy Ref No: BSG-PL-005
Date Approved: December 2025	Review Date: December 2027

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1.0 Purpose and statement of intent

- 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 may result in severe disruption to service and personal wellbeing.
- 1.2 Managing the risk from fire, requires robust fire safety precautions, based upon a combination of adequate fire safety systems and supporting management arrangements. These precautions are dependent upon a number of factors including a building’s 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 the 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.
- 1.5 Beyond Housing recognises the risks posed by the occurrence of fire and acknowledges the statutory obligations implied by the Regulatory Reform (Fire Safety) Order, 2005, the

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Fire Safety (England) Regulations, 2022, the Fire Safety Act, 2021 and the Building Safety Act, 2022 in respect to the management of fire safety.

1.6 Beyond Housing is committed to providing a safe environment for its colleagues, contractors, customers, leaseholders and visitors, by conducting its business in a way that protects the health, safety and welfare of each individual.

1.7 With this aim, Beyond Housing will ensure that effective fire safety management arrangements are established, maintained and promoted ensuring that:

- Suitable and sufficient governance arrangements are in place to manage all fire safety related matters
- An effective organisational structure is established which defines clear roles and responsibilities for the management of fire safety
- Adequate resources are provided to support effective management of fire safety
- Risks posed by fire are assessed and adequately controlled to reduce or mitigate those risks
- Mechanisms are established to minimise, so far as is reasonably practicable, the occurrence of fire within the buildings that Beyond Housing owns or manages
- 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
- Awareness is promoted to relevant stakeholders, of the risks posed by fire and the relevant actions to be taken in the event of a fire
- Working relationships are proactively developed and maintained with all relevant stakeholders and enforcement bodies to facilitate the maintenance of the fire safety standards
- Compliance with the requirements of the Regulatory Reform (Fire Safety) Order (2005), the Fire Safety England Regulations and the Fire Safety Management Policy are monitored.

2.0 Scope

2.1 The fire safety management policy is applicable to all non-domestic premises. This includes communal areas of multi occupied properties

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2.2 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 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 established to make sure that any fire related repairs or follow-on works are carried out and associated records are maintained
- All relevant non-domestic 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 relevant technical standards/guidance
- Periodic inspections are undertaken within non domestic properties, including communal areas of blocks of flats, to ensure good housekeeping practices are in place, minimising the risk and spread of fire
- 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 framework
- Periodic auditing the fire safety management policy and supporting fire safety management procedures is undertaken.

2.3 The health and safety forum receive a quarterly report in respect of fire safety management performance to provide assurance compliance is being achieved. They will also be notified of any non-compliance issues identified.

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2.4 The board will receive a quarterly update via the health and safety forum chair report.

3.0 Definitions

3.1 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).

3.2 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.

3.3 **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.

3.4 **Electronic Document Management System (EDMS)** is a secure digital repository used for storing and managing documentation. Fire safety records (routine maintenance of fire, electrical, mechanical systems, fire risk assessments and building information) is maintained within the system.

4.0 Responsibilities

4.1 This section defines the overarching management structure and the designated roles and responsibilities for the implementation of the fire safety management across Beyond Housing.

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4.2 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 will ensure:

- An effective policy, supported by a robust management framework is established to prevent and/or mitigate the risk posed by fire
- Responsibilities are allocated within the senior leadership team to allow Beyond Housing to effectively discharge its statutory obligations
- Duties allocated under the Building Safety Act, 2022 are effectively discharged
- Suitably competent persons are appointed to assist with discharging statutory obligations
- Adequate resources are made available to administer, co-ordinate and implement the fire safety management policy
- Fire safety performance is reviewed on a regular basis, and reported to the executive and Board via the health and safety forum.

4.3 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
- Robust fire safety management systems, arrangements and organisational responsibilities are established for each operational department
- Appropriate departmental resources are available to administer, co-ordinate and implement this policy.

4.4 The **senior leadership team** are responsible for ensuring:

- All colleagues are made aware of the fire safety management policy
- Business wide compliance with the fire safety management policy
- 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
- Fire safety performance is monitored, reviewed and prioritised

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- Effective communication exists for fire safety between all departmental and operational functions
- Fire safety updates/performance reports are provided to the executive team and to the board in accordance with the requirements of the health and safety framework.

4.5 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:

- The fire safety management policy is effectively implemented across their service area
- Sufficient departmental resources are available to administer, co-ordinate and implement the fire safety management policy
- 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
- Suitably competent persons are appointed to provide advice and undertake fire safety related works
- Fire safety implications are considered and relevant controls are established for capital and refurbishment works to ensure compliance with Building Regulations and legislative requirements
- All colleagues and contractors involved in undertaking any work to occupied properties and communal areas, are competent and have received the necessary level of training to perform their role in connection with minimising the risk from fire
- 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
- Compliance KPI's are established to report and monitor performance
- Fire safety updates/performance reports are provided to the executive team and to the board in accordance with the requirements of the health and safety framework. Any issues regarding the effective application of the fire safety management policy are immediately brought to the attention of the senior leadership team.

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4.6 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 management 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 are considered and relevant controls are established for repairs and void related works to ensure compliance with building regulations and legislative requirements
- All colleagues and contractors involved in undertaking any work to occupied/void properties and communal areas are competent and have received the necessary level of training to perform their role in connection with minimising the risk from fire
- 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).

4.7 The **Director of Housing** is responsible for:

- Ensuring that customers meet their responsibilities as set out in their tenancy agreement with regards to fire safety
- Ensuring necessary actions are instigated against customers in instances where communal 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

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

4.8 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 all development and regeneration activities
- Consultants and contractors appointed to undertake roles as defined under the Building Safety Act and the Construction (Design and Management) Regulations are sufficiently competent to fulfil those roles
- All contractors are competent and have received the necessary level of training to perform their role in connection with minimising the risk of fire
- 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 systems are tested and inspected in accordance with statutory obligations prior to handover
- Documentation pertaining to the specification, design installation and commissioning of fire safety systems is provided by the Principal Contractor prior to handover
- 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
- Mechanisms are established to ensure that fire safety system information and associated records are captured within the EDMS. for new build properties

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4.9 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 and fire safety systems information remains accurate and up to date
- All contractors involved in undertaking servicing or maintenance work are competent and have received the necessary level of training to perform their role in connection with minimising the risk from fire
- All fire safety systems requiring routine testing, servicing and maintenance of fire safety systems (in line with relevant technical standards/guidance) are captured within fire safety compliance programmes
- Arrangements are established to periodically monitor the delivery of fire safety related compliance programmes
- Remedial works associated with fire safety systems are arranged and completed within adequate timescales
- Necessary fire safety inspections and checks of fire safety systems are completed, as required, and are recorded
- Any actions identified from fire safety inspections are actioned appropriately
- Appropriate records are maintained (within the EDMS) 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.

4.10 **Managers and team leaders** are responsible for ensuring that:

- This policy and supporting procedures are brought to the attention of colleagues within their area or responsibility
- There is compliance with this policy and supporting procedures, whilst planning or undertaking any activities
- Actions identified from fire risk/building safety assessments are actioned in a timely manner
- Colleagues attend any fire safety specific training as required by their role
- 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

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- All colleagues and contractors involved in undertaking any work to occupied/void properties and communal areas are competent and have received the necessary level of training to perform their role in connection with minimising the risk from fire
- 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
- 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.

4.11 The **Health and Safety Team** are nominated as competent persons under the Regulatory Reform (Fire Safety) Order, 2005. 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.

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

- Familiarise themselves with the fire safety procedures in place where they are working, including residential settings, even temporarily
- Undertake fire safety training as and when required
- Comply with fire safety procedures, safe systems of work and information, instruction and training provided
- Not undertake any activity which may put themselves or other people at risk from fire

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- Immediately report any fire safety deficiencies to their manager or team leader
- Do not interfere with, or misuse any equipment provided for fire safety
- Co-operate in fire drills as required
- 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.

5.0 Legislative and statutory requirements

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
- Social Housing (Regulation) Act, 2023.
- Regulator of Social Housing Consumer Standards

6.0 Policy delivery

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

6.2 Building Safety

6.2.1 The Building Safety Act 2022 (BSA) primarily focuses on higher-risk buildings (HRBs), which are defined as buildings that are 18 meters or more in height, or have at least seven stories, and contain two or more residential units. These buildings are subject to specific

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safety regulations and oversight by the Building Safety Regulator.

6.2.2 While the BSA’s main focus is on HRBs, it also introduces changes that apply to all buildings through the building regulations. This includes clearer roles and legal responsibilities for duty holders, requirements for competence in building work and further specific provisions for remediation of unsafe cladding on buildings over 11 meters or five stories.

6.2.3 Beyond Housing has no buildings that are classified as HRBs, however, a small number of blocks are over 11 meters in height.

6.2.4 Beyond Housing is committed to adopting the principles of the Building Safety regime required for HRBs to all blocks. This includes the establishment of a ‘golden thread’ of information for all new build properties and compilation of electronic information for existing buildings.

6.3 Fire risk and building safety assessments

6.3.1 The Regulatory Reform (Fire Safety) Order, 2005 requires the Responsible Person (RP) to ensure that fire risk assessments are undertaken for all non-domestic premises including communal areas of blocks of flats.

6.3.2 Fire risk assessments will be completed for all blocks that contain shared communal areas which are enclosed or where the means of escape is shared.

6.3.3 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, an assessment will be conducted to determine any potential risks from fire occurring in external areas which may impact a customer’s safety. These assessments are referred to as building safety assessments.

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

6.4 Fire risk and building safety assessment actions

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6.4.1 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 within the health and safety management system.

6.4.2 Actions will be assigned to relevant colleagues dependent upon the risk areas identified (i.e., fire safety systems, management arrangements, repairs or customer issues).

6.4.3 Action owners will ensure that actions are reviewed and actioned within relevant timescales with regular progress updates. For any actions that cannot be completed within the target timescale, a revised completion date, assessment of the risk and interim control measures is required to be recorded.. Records and evidence of closure shall be uploaded to the health and safety management system and the EDMS.

6.4.4 Actions will be reported via the health and safety framework and reported to the board on a quarterly basis. In addition, the leadership team will monitor the progression of actions on a weekly basis.

6.5 **Properties managed by commercial leaseholders**

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

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

6.5.3 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 and will be stored within the EDMS. Compliance is reported via the health and safety framework.

6.6 **Routine testing and inspection of blocks**

6.6.1 Beyond Housing will maintain fire safety standards within non-domestic buildings (including communal areas of multi occupied blocks) by undertaking routine inspections. These inspections will include routine testing of fire safety systems in accordance with the

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requirements of the Regulatory Reform (Fire Safety) Order, 2005 and relevant technical standards.

6.6.2 Additionally, inspections will ensure that the requirement of the Fire Safety (England) Regulations, 2022, specific to fire doors are undertaken, irrespective of building height.

6.6.3 Records of inspection and testing will be maintained, electronically within the EDMS, to evidence compliance and effective control of potential risks.

6.7 **Routine testing, servicing, maintenance of fire safety systems**

6.7.1 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 and relevant technical standards.

6.7.2 Cyclical testing, inspection, servicing and maintenance will be undertaken by suitably competent and where required, accredited external servicing engineers.

6.7.3 Programmes of cyclical testing, inspection, servicing and maintenance will be delivered for each relevant premise and records of compliance will be maintained within the EDMS.

6.8 **Defects and remedial work**

6.8.1 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.

6.8.2 Repairs or remedial work will be assigned to relevant operational teams or external contractors dependent upon the work required.

6.8.3 Records of remedial works will be maintained electronically within the EDMS.

6.9 **Fire safety management systems and record keeping**

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6.9.1 Beyond Housing has implemented 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 included within fire safety compliance programmes and to ensure that the fire risk assessment, inspection, testing and maintenance compliance programmes remain valid and up to date.

6.9.2 Data pertaining to the current property portfolio will be held within the electronic housing management system and fire safety compliance programmes will be driven from the asset management system

6.9.3 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.

6.9.4 All records and documentation pertaining to fire risk assessments, inspection, testing and maintenance programmes will be stored within the EDMS. Evidence of fire risk assessment actions will be stored within the health and safety management system.

6.10 Information, instruction and training (colleagues)

6.10.1 The Regulatory Reform (Fire Safety) Order, 2005 requires adequate information, instruction (regulations 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.

6.10.2 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. Compliance with fire safety training is reported via the health and safety framework.

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6.11 Information for customers

6.11.1 To ensure that customers are aware of the risks posed by fire and the importance of fire safety within their home, Beyond Housing will annually publicise information relating to fire safety, via our website.

6.11.2 In addition fire safety information is provided to customers where a tenancy resides within a multi occupied block in accordance with the Fire Safety (England) Regulations, 2022. Information is specific to the block and includes the evacuation strategy, the action to be taken in the event of a fire and the importance of fire doors. This information is provided on an annual basis and will be provided to new customers at the commencement of a new tenancy.

6.11.3 Customers are also be able to request copies of fire risk assessments which will be provided in a summarised format.

6.11.4 Beyond Housing’s website contains details of the RP and those appointed to provide competent advice. Customers will also be able to report any concerns regarding fire or building safety via the website (<https://beyondhousing.co.uk/my-home/fire-safety/>).

6.12 Other responsible persons

6.12.1 To comply fully with Article 22 of the RRFSo and ensure that where Beyond Housing are considered jointly responsible for a property or communal area, it will share its FRA with other relevant parties and co-operate with them as far as it is practicable to ensure the safety of relevant persons.

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6.13 Fire and rescue service

6.13.1 Beyond Housing will engage in a regime of regular and proactive liaison with the fire and rescue service to ensure good lines of communication and operational familiarity are established and maintained.

7.0 Underpinning procedures

7.1 Operational procedures 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 across Beyond Housing.

8.0 Controls and reporting

Control	Line of defence (1st, 2nd or 3rd)	Responsible (Job role)	Reported to:
Suite of supporting health and safety procedures in place to support policy delivery	1 st	Health and Safety Manager	Health and safety framework with exception reporting into the Executive Health and Safety Forum
100% completion of periodic inspection, testing, servicing and maintenance of fire safety systems	2 nd	Director of Assets and Sustainability	Reporting of performance to monthly asset compliance meeting
100% fire risk assessments completed within defined review period	2 nd	Health and Safety Manager	Reporting of performance to the quarterly Health and Safety Performance meeting and the Executive Health and Safety Forum

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Risk based health and safety audit programme in place for assurance of policy and procedural compliance.	2 nd	Health and Safety Manager	Health and safety framework, Operational Performance meeting and exception reporting into the Executive Health and Safety Forum
Accurate weekly report available of fire risk assessment actions – open, overdue and due in 30 days	2 nd	Health and Safety Manager	Reporting of actions at weekly directors meeting and quarterly reporting of actions to the Health and Safety Performance meeting
Internal audit programme and regulator returns/IDA's	3 rd	Risk and Assurance Manager	Audit and Risk Committee and Board
Compliance sampling of fire risk assessment actions	3 rd	Health and Safety Manager	Random sample of closed fire risk assessment actions to provide additional assurance of compliance with statutory obligations, reporting through health and safety framework

9.0 Consultation

9.1 This policy has been consulted with Senior Leadership team in accordance with the policy framework furthermore, impact assessments have been completed taking into consideration data governance, equality, diversity and inclusion and considering the

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impact against the customer experience framework. As the policy defines legislative and regulatory requirements, consultation with customers has not taken place.

10.0 Approval and revision

10.1 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).

10.2 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.

Accountable:	Chief Executive
Responsible:	Director of Governance & Business Assurance
Approval body:	Executive team

Version	Date	Information
06	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.

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07	31/08/2025	Review of policy in line with review period and transfer onto new policy template. Minor wording changes made across policy
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Appendix 1 – Supporting Procedures

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
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
HSFSP17	Fire & Building Safety Information and Concerns Procedure	Health and Safety Manager
HSFSP18	Building Safety Act Procedure	Health and Safety Manager
HSP44	Compliance Sampling Procedure	Health and Safety Manager