

Fire Safety and Fire Risk Assessment Policy

Version No: 1.0

1. Statement of Intent

- 1.1 This policy sets out:
- How fire safety risks are identified, assessed, managed, and monitored
 - How Fire Risk Assessments (FRAs) are delivered and maintained
 - Roles, responsibilities, and accountability arrangements
 - How compliance is assured and escalated
- 1.2 The policy supports compliance with fire safety legislation, the Regulator of Social Housing (RSH) Consumer Standards, and the Building Safety Act 2022 where applicable.

2. Corporate Objectives

- 2.1. To develop and maintain excellent safe places to live.

3. Scope

- 3.1 This policy applies to:
- All buildings owned or managed by the organisation
 - Communal areas, plant rooms, service risers, roof voids, basements, bin stores, and external areas
 - Domestic dwellings where required by legislation or identified risk
 - Employees, contractors, and third parties undertaking fire safety duties

4. Definitions

Block: Communal areas that join dwellings. i.e., shared stairwells or hallways.

Dwelling: Houses, flats etc.

Garage: Self-contained car storage.

5. Policy Statement

- 5.1. The organisation is committed to ensuring the safety of all residents, employees, contractors, and visitors by effectively managing fire safety risks across all homes and premises it owns or manages. Fire safety is a fundamental element of providing safe, good-quality homes and meeting our statutory and regulatory obligations as a registered provider of social housing.
- 5.2. We will take all reasonably practicable steps to prevent fire, reduce the risk of fire spreading, and protect life through robust governance, competent delivery, effective assurance, and meaningful engagement with residents.

6. Roles & Responsibilities

6.1 Board

- Owns fire safety compliance risk
- Receives quarterly fire safety assurance reports
- Provides strategic oversight and challenge

6.2 Executive Management Team (EMT)

- Ensures appropriate resources, systems, and competencies
- Reviews performance and risk monthly
- Escalates significant risks as required

6.3 Audit and Risk Committee (ARC)

- Provide independent assurance to the Board that appropriate fire safety governance arrangements are in place and operating effectively.
- Seek assurance that bdht complies with all relevant fire safety legislation, regulatory standards and statutory obligations.
- Monitor fire safety performance through regular reporting on key compliance indicators, including Fire Risk Assessment (FRA) completion rates, action completion rates and overdue actions.
- Seek assurance that sufficient resources, competency, expertise and budget are available to deliver bdht's fire safety programme and address identified fire risks.
- Oversee the effectiveness of internal controls relating to fire safety compliance, risk management and record keeping.
- Receive reports on significant fire-related incidents, enforcement action, near misses, complaints or regulatory concerns and seek assurance that lessons learned have been implemented.
- Escalate any material fire safety compliance failures, significant risks or concerns to the Board together with recommendations for corrective action.

6.4 Compliance Team

- Leads delivery of the FRA programme
- Maintains fire safety systems and records
- Undertakes quality assurance and audits

6.5 Housing and Operational Teams

- Support access to homes and communal areas
- Communicate fire safety information to residents
- Support enforcement where required

6.6 Contractors

- Must be competent and appropriately accredited
- Responsible for submitting certification and evidence
- Comply with organisational fire safety procedures
- Attend and complete contractor inductions

7. Policy Implementation

7.1. Fire Risk Assessments (FRAs)

General Requirements

- A suitable and sufficient FRA will be in place for all applicable buildings
- FRAs will be completed by competent, third-party accredited assessors
- Assessments will follow PAS 79 methodology
- Findings will be risk rated and recorded digitally

7.1.2 FRA Frequency

FRAs will be completed in accordance with risk profile:

- High-risk or complex buildings: at least annually
- Sheltered and supported housing: annually
- Low-rise, low-risk buildings: at least every three years
- Additional reviews following fire incidents

7.1.3 FRA Actions

- All actions will be prioritised, assigned, tracked, verified, and closed
- High and intolerable risks will be escalated immediately
- Evidence of completion will be retained digitally

7.2 Fire Safety Systems and Assets

The organisation will ensure all fire safety systems are:

- Suitable for the building and occupancy
- Maintained and serviced in line with statutory requirements and British Standards

This includes:

- Fire detection and alarm systems
- Emergency lighting

- Fire doors
- Smoke control and AOV systems
- Firefighting equipment

Maintenance certificates must be recorded promptly within the compliance system.

7.3 Fire Strategies and Evacuation

- Each building will have a clearly defined evacuation strategy (e.g. Stay Put or Simultaneous Evacuation)
- Strategies will be informed by the FRA and agreed where required with the Fire and Rescue Service
- Fire strategies will be reviewed following building changes or incidents
Supported and higher-risk schemes will undertake evacuation drills where appropriate.

7.4 Resident Engagement and Communication

The organisation recognises residents as key stakeholders in fire safety.

We will:

- Provide residents with clear, accessible fire safety information
- Communicate building-specific fire safety arrangements
- Engage with residents following significant changes or incidents
- Consider the needs of vulnerable residents

Personal Emergency Evacuation Planning (PEEP) arrangements will be managed through a proportionate, risk-based approach.

7.5 Building Safety Act Alignment

For higher-risk buildings, fire safety arrangements will align with Building Safety Act requirements, including:

- Accountable Person duties
- Safety Case information
- Golden Thread data management

Fire safety information will support the wider building safety framework.

7.6 Training and Competence

7.6.1 The matrix below details the training required for individual roles in accordance with the relevant legislation and regulation:

	Fire Awareness	FRA Awareness	Evacuation Procedures	Fire Door Awareness	Building Safety Awareness
Frequency	Every 2 years	Basic – 2 years	Induction & after changes	Induction & after changes	Basic – 2 years

		Compliance – Annual			Compliance – Annual
All Employees	✓	-	✓	✓	-
Housing & Neighbourhood Staff	✓	✓	✓	✓ + residential fire doors	✓
Repairs & Estate Staff	✓	✓	✓	✓ + residential fire doors	✓
Fire Wardens / Marshals	✓	✓	✓	✓ + residential fire doors	✓
Compliance, Property & Building Safety Teams	✓	Advanced	✓	✓ + residential fire doors	Advanced
Executive Management Team	✓	Overview	✓	✓	Strategic Overview
Board Members	-	Governance Overview	-	-	Strategic Overview
Regular Asset Management Contractors	✓	Relevant to Works	✓	✓	As Applicable

* Contractors must demonstrate appropriate third-party accreditation

7.6.2 Recommended Training Modules:

a) Core (All Staff)

- Basic fire safety awareness
- Causes of fire in residential buildings
- Raising the alarm
- Evacuation procedures
- Reporting hazards
- Fire door awareness
- Lone working fire safety

b) Housing Management Staff

- Fire safety responsibilities in social housing
- Resident engagement and communication
- Vulnerable resident considerations
- Fire safety in communal areas
- Fire action plans

c) Compliance & Asset Management Teams

- Fire Risk Assessment (FRA) management
- FRA action tracking
- Passive fire protection

- Fire doors and compartmentation
- Contractor management
- Regulatory compliance
- Resident engagement and communication

d) Fire Wardens / Marshals

- Sweep and evacuation procedures
- Roll-call management
- Emergency response
- Liaison with Fire & Rescue Service

e) Senior Managers & Board

- Governance responsibilities
- Building Safety Act duties
- Assurance and compliance reporting
- Learning from incidents
- Risk appetite and oversight

Role-specific training will be provided where required and competence will be monitored through audits and performance reviews.

7.7 Incident Management and Learning

- All fire incidents and near misses will be recorded and investigated.
- Incidents will be categorised by risk and impact.
- Learning outcomes will be shared and embedded.
- Notifiable incidents will be reported to relevant authorities where required.

7.8 Record Keeping and Data Management

- All fire safety records will be maintained digitally.
- Records will be retained in line with statutory and organisational requirements.
- Data quality checks will be completed regularly.

8. Compliance & Enforcement

8.1 Performance will be monitored through:

1. Key performance indicators (FRA completion, action closure, servicing compliance).
 - % of annual Fire Risk Assessments (FRAs) completed.
 - % of 3-Year Fire Risk Assessments (FRAs) completed.
 - % of properties checked in last 12 months that have active CO and smoke detectors.
 - No of critical or high priority actions out of timescale.
 - No of medium or low actions out of timescale 1yr & 3yr.

2. Monthly EMT dashboards.
3. Quarterly Audit and Risk Committee and Board assurance reports.
4. Annual internal audits.

8.2 Significant risks will be escalated through governance arrangements.

9. Equality, Diversity & Inclusion (EDI)

- 9.1. At bdht, we are proud to serve and work within a diverse society. We recognise that some individuals and communities face systemic barriers, disadvantage, and discrimination, including those related to socio-economic background, caring responsibilities, and the impact of intersectionality.
- 9.2. We believe that discrimination in any form is unacceptable. In all our areas of work we are committed to ensuring that our policies, practices, and services promote fairness, equity, and respect for all. We aim to *reduce inequalities, promote respect, and create an equitable culture within our organisation*.
- 9.3. bdht fully complies with the Equality Act 2010 and all relevant statutory and regulatory guidance, including that issued by the Regulator of Social Housing, Homes England, the Government Equalities Office, and our funding partners.
- 9.4. We believe that equality of opportunity is fundamental to delivering excellent services and building vibrant communities together. Our commitment is underpinned by clear policies, regular monitoring, and continuous review, all of which are actively supported by our Board and Teams.

10. Individualised Services / Processes

- 10.1 bdht will endeavour to adjust our service/ processes to meet the needs of that individual based on the information we have. For more information, please refer to our Customer Care and Access to Services Policy.

11. Advocates / Representatives

- 11.1 Customers and prospective customers are welcome to bring advocates, representatives, or support workers along to any interactions they have with bdht.

12. Housing Management Tenant Rights

- 12.1 bdht will support tenants to exercise their Right to Manage, Right to Transfer or otherwise exercise housing management functions, where appropriate.

13. References & Related Documents

- 13.1 This policy aligns with, but is not limited to, the following legislation and guidance:
- Regulatory Reform (Fire Safety) Order 2005
 - Fire Safety Act 2021
 - Fire Safety (England) Regulations 2022
 - Building Safety Act 2022 (including Accountable Person duties where applicable)
 - Housing Act 2004 and the RSH Home Standard
 - PAS 79 Fire Risk Assessment methodology
 - Relevant British Standards including BS 5839, BS 5266, BS 9991 and BS 9999
- 13.2 Legislative changes will be monitored and incorporated into this policy as required.

14. Review & Approval

- 14.1 This Policy will be reviewed at least every 3 years or updated following a significant legislative or regulatory change.
- 14.2 The Policy was last reviewed in July 2026 and approved by EMT