

Grosvenor Hart Homes: Fire Safety Policy

Contents

Introduction	3
Scope	3
Regulatory standards, legislation and codes of practice	3
Additional legislation	4
Obligations	5
Statement of intent	5
Responsibilities	10
Policy arrangements	11
• Fire risk assessment (FRA) procedure	11
• Fire alarm maintenance procedure	12
• Emergency lighting procedure	13
• Fire training & drills procedure	14
• Personal emergency evacuation plans (PEEPs)	15
• Fire evacuation procedure	16
• Fire marshal procedure	17
• Fire extinguishers	18
• Use of emergency & instruction signage	19
• The provision of passive fire containment	20
• Hot works	21
• Fire auditing & risk profiling	22
Control	24

Introduction

Grosvenor Hart Homes (GHH) was formed in 2023, our housing stock currently consists of 69 units in Cheshire West and Chester, providing safe and secure high-quality homes housing vulnerable tenants, and an office block used as its head office and community hub.

GHH is regulated by the Regulator of Social Housing (RSH). The Board of Management set and oversee our corporate strategy, including the approval of all compliance policy principles via the Risk & Audit Committee.

Those responsible for buildings can assist to mitigate the risk of a fire occurring by taking responsibility for and adopting the right behaviours and procedures. The Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) (FSO) places a duty on persons responsible for non-domestic premises (including the communal areas of multi-occupied residential buildings) to carry out risk assessments and to implement adequate fire prevention measures.

Scope

GHH must maintain a policy which meets the requirements of the Regulator of Social Housing's Regulatory Standards and relevant fire safety legislation. In addition to this, the policy must provide assurance to GHH that measures are in place to identify, manage and/or mitigate risks associated with fire.

GHH must also ensure compliance with fire safety legislation is formally reported to the Board of Management via Risk & Audit Committee meetings, including the details of any non-compliance with this policy and any planned corrective actions.

The policy is relevant to all GHH employees, tenants, contractors and other persons or other stakeholders who may work on, occupy, visit, or use GHH's premises, or who may be affected by its activities or services.

It should be used by all to ensure they understand the obligations placed upon GHH to maintain a safe environment for tenants, employees and others within the home of each tenant and within all communal areas of buildings.

The policy is also relevant for maintaining a safe environment for all tenants, employees and others within all GHH non-domestic properties, managed and/or occupied by GHH, where GHH has an obligation to do so.

Regulatory standards, legislation & codes of practice

Regulatory Standards

The application of this policy will ensure compliance with the regulatory framework and consumer standards outlined by the Regulator of Social Housing.

Legislation

The principal legislation applicable to this policy is the Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) (FSO) and the Building Safety Act 2022. The FSO applies to non-domestic premises including the communal areas of multi-occupied residential buildings. Where GHH owns, manages, or has relevant repairing obligations in relation to such premises, GHH is likely to be considered the 'responsible person' for the purposes of the FSO. As the responsible person, GHH would have a duty to take general fire precautions to ensure, as far as is reasonably practicable, the safety of the people on their premises and in the immediate vicinity.

The Fire Safety Act 2021 clarifies that where a building contains two or more sets of domestic premises, the FSO applies to the building's structure and external walls and any common parts, as well as the doors between the domestic premises and any common parts. The definition of "external walls" here includes doors or windows in those walls and anything attached to the walls (including balconies). As such, any fire risk assessments conducted in respect of a building must consider these areas also.

Amendments have been made to the Regulatory Reform Fire Safety Order 2005 under Section 156 of the Building Safety Act 2022. For any building which contains two or more sets of domestic premises, GHH must provide of those premises comprehensible and relevant information on fire safety matters including: risks identified to residents, the preventative and protective measures in place and the names and contact details of any persons GHH appoint to assist them in their fire compliance duties with records kept

The Smoke and Carbon Monoxide Alarms (Amendment) Regulations 2022 extended mandatory alarm requirements to social housing from October 1, 2022, requiring landlords to install smoke alarms on every storey with living accommodation and carbon monoxide (CO) alarms in rooms with fixed combustion appliances (excluding gas cookers), plus a new duty to repair/replace faulty alarms promptly. This brings social landlords in line with private landlords and significantly improves tenant safety by covering more appliance types and adding repair responsibilities, with the Regulator of Social Housing expecting timely compliance. Alarms must be working at the start of a tenancy.

Code of Practice and Guidance

GHH recognises the importance of considering and where applicable and appropriate, following Codes of Practice and Guidance in respect of Fire Safety Compliance. Where Code of Practices and Guidance are statutory, GHH will comply with these as required.

Sanctions

GHH acknowledges and accepts its responsibilities in accordance with the Regulatory Standards and Legislation and that failure to discharge these responsibilities properly could lead to a range of sanctions including prosecution by the Fire & Rescue Service and via a regulatory judgement from the Regulator of Social Housing.

Tenants

Where considered appropriate and necessary, GHH will use the legal remedies available to it should any tenant refuse access to carry out essential fire safety checks, maintenance and safety related repair works.

Additional legislation

This fire safety policy also operates in the context of the following additional relevant legislation relating to fire safety, including without limitation:

- Fire Safety (England) Regulations 2022
- The Smoke and Carbon Monoxide Alarms (Amendment) Regulations 2022 extended mandatory alarm requirements to social housing from October 1, 2022
- Housing Act 2004
- Housing Health and Safety Rating System and associated operating guidance
- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Management of Houses in Multiple Occupation (England) Regulations 2006
- Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988

- The Building Regulations 2010
- Construction (Design and Management) Regulations 2015
- Data Protection Act 2018 and GDPR (General Data Protection Regulation)
- Reportable Injuries, Diseases & Dangerous Occurrences Regulations 2013
- Homes (Fitness for Human Habitation) Act 2018
- Equality Act 2010
- Fire Safety (Residential Evacuation Plans) (England) Regulations 2025

Obligations

The responsible person under the Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) (FSO) (and so where applicable, GHH) must carry out a fire risk assessment for the purpose of identifying the general fire precautions and other measures needed to comply with the FSO.

Although under the FSO this requirement only applies to non-domestic premises, including the common parts of multi-occupied residential premises including balconies (Type 1), in practice the responsible person will need to take into account the entire premises including, the building's structure and external walls and any common parts and all doors between the domestic premises and common parts and also to some extent, the units of residential accommodation (Type 3) where this is applicable.

GHH will commit to carrying out Type 1 fire risk assessments for compliance. All type 1 assessments shall consider a sample of 10% of flat entrance doors. Any reason to believe that further investigation is required, GHH shall then authorise a Type 3 survey to be carried out of that property.

The responsible person (and so where applicable, GHH) must implement all necessary general fire precautions and any other measures identified by a fire risk assessment.

The responsible person (and so where applicable, GHH) must put in place a suitable system of maintenance and appoint competent persons to implement any procedures that have been adopted.

The responsible person (and so where applicable, GHH) will review fire risk assessments on a minimum of an annual basis. However, the frequency of undertaking an actual fire risk assessment will be completed in a timescale appropriate to the premises and/or occupation fire risk level. This timescale is determined by the fire risk assessor carrying out the fire risk assessment.

GHH will use its discretion to increase the frequency of fire risk assessments based upon the risk levels of each building.

GHH will also ensure that the fire risk assessment to a building is reviewed following a fire or following a recommendation to review from a fire safety related investigation, change in building use, changes in occupancy levels or types, change in working practices that may affect fire safety, introduction of new hazards or equipment i.e. fire safety equipment, fixed services etc, updates in legislation, after receiving an enforcement notice or formal advice from the local fire and rescue service, following refurbishment works to the building or if required following an independent fire safety audit and that this review is carried out by a competent fire risk assessor.

Statement of intent

GHH acknowledge and accept its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) (FSO), as well as the additional legislation described above.

GHH will hold accurate records against each property it owns or manages setting out the requirements for having a fire risk assessment in place.

GHH will hold accurate records against each property it owns or manages setting out the requirements for servicing, maintenance and repair of fire prevention, detection, and firefighting equipment. These include:

- Fire alarm systems
- Emergency lighting
- Smoke/heat detectors
- Automatic window/door openers
- Fire extinguishers
- Sprinkler systems
- Automatic smoke vents
- Any other equipment relating to fire safety

GHH will also hold accurate records with regards to fire stopping measures to any firestopping measures required.

GHH will endeavour to manage programmes to deliver upgrading, servicing and maintenance in accordance with all relevant British Standards and manufacturer's recommendations for all fire detection, prevention and firefighting systems and equipment within buildings owned or managed by GHH and will periodically (annually) undertake an asset data review to ensure adequate assurance is provided that fire safety data held against the organisation's property assets is accurate and up to date. GHH will carry out a risk profile of their property portfolio to cover a wide picture of the complete risks and their appropriate management. This risk profile will be used to adequately allocate the necessary resources to the highest priority projects within the budget constraints.

GHH will ensure that each property requiring a fire risk assessment has a fire risk assessment in place that is compliant with the relevant industry standards and that has been carried out by a competent fire risk assessor.

GHH will ensure that all residents are provided with a list of written information about the relevant fire safety matters in relation to their specific premises, the list is as follows:

- a) The risks to residents of the domestic premises identified by the risk assessment.
- b) The preventive and protective measures.
- c) The name of the responsible person and an address in the United Kingdom at which the responsible person, or someone acting on their behalf, will accept notices and other documents.
- d) The identity of any person appointed by the responsible person to assist them with making or reviewing an assessment under article 9.
- e) The identity of any persons nominated by the responsible person under article 13(3)(b).
- f) Any risks of which the responsible person has been informed under article 22(1)(c).
- g) Any other matters specified in regulations made by the relevant authority.

GHH will ensure that all fire risk assessments are reviewed no later than the review date set by the fire risk assessment and that this review is carried out by a competent fire risk assessor.

GHH will ensure that robust processes are in place to implement the mandatory fire precaution measures identified by fire risk assessments. Actions will be classified as high, medium, or low and will be prioritised against the property risk profile portfolio described above.

High level actions identified will ideally be implemented either as soon as possible or a feasible progression plan identified and approved within one month.

Medium level actions will ideally be implemented within three months but, where this is not feasible, as soon as practically possible. Where timescales are unable to be met, due to issues such as resources and/or technical capabilities, these will be discussed with the competent person who undertook the fire risk assessment and/or the Fire & Rescue Service to determine a mutually agreeable resolution. This may include GHH implementing further measures to mitigate the risks associated with the works remaining outstanding.

Low level actions will be included within a programme of works to be completed within a reasonable time scale. GHH will also give due consideration to all non-mandatory recommendations raised within the fire risk assessment and/or by the fire risk assessor.

GHH will implement a programme of regular property inspections to all properties with a fire risk assessment in place to audit that all required management actions are taking place. These inspections will be undertaken at regular intervals and inspection records will be kept against each property.

GHH will ensure that robust processes are in place to record and action the recommendations arising from any 'near miss' reports with regard to fire safety. A 'near miss' is an unplanned event which does not result in an injury but had the potential to do so.

GHH will test and replace as necessary hard-wired smoke alarms, heat detectors and CO alarms in domestic dwellings on an annual basis as part of the annual gas safety check visit which includes properties that do not have gas (or at void stage). In addition, GHH will install CO alarms as part of all new build installations and ensure that existing alarms continue to be maintained and replaced as required in rooms with any fixed combustion appliance (excluding gas cookers).

GHH will ensure that systems are in place that will enable the monitoring of all domestic properties to ensure any potential fire safety risks are identified and actioned, taking advantage of visits being made to properties as part of routine service delivery and planned servicing programmes, such as gas servicing, electrical inspections and testing, stock condition surveys, and general visits by staff to customer's homes. Processes will exist that allow the reporting of such concerns to the relevant teams for any appropriate actions to be taken.

GHH will endeavour to identify and support employees who have an increased risk in the event of a fire. This includes those with recognised disabilities, mobility issues or physical and mental well-being needs, whose behaviour because of vulnerability increases the likelihood of a fire starting. Where this is the case and appropriate, GHH will work to implement a Personal Emergency Evacuation Plan (PEEP). This PEEP will be reviewed annually, or when personal circumstances change, by a competent person and any recommendations will be undertaken or referred to the appropriate agencies. This will be kept in the Fire Safety Log within a secure information box held securely on site and made available to the fire service in the event of an evacuation.

GHH will have robust processes and controls in place to ensure that consideration is made when letting properties to the suitability of the accommodation for the prospective tenant with regards to fire safety. Where necessary, Person Centred Fire Risk Assessments (PCFRA's) may be carried out for tenants of significant vulnerability.

GHH will refer all new tenancies and other tenants (via general information) to the Cheshire West Fire & Rescue Service for a free home safety check (also known as 'Safe and well visits').

GHH will ensure that only suitably competent fire risk assessors and fire safety engineers appropriately certified under BAFe and UKAS accredited certification schemes, and/or listed on the Fire Risk Assessors Register, undertake fire safety assessments or works for GHH.

GHH will have a robust process in place to gain access should any tenant refuse access to carry out essential fire safety related inspection and remedial works. GHH will also have a robust process in place to gain access to properties where tenant vulnerability issues are known or identified whilst ensuring GHH can gain timely access to any property in order to be compliant with this policy and safeguard the wellbeing of the tenant and/or household.

In addition to the above (so far as applicable and relevant) in respect of any office premises or multi-occupational workspaces that it owns or manages, GHH will as appropriate:

- Ensure all employees and visitors to the premises are encouraged/reminded to familiarise themselves with this Policy, any supplementary policies regarding the safe use of the office premises and the procedures to be followed at that property in the event of a fire / emergency.

- Ensure key personnel are appointed and trained to take on specific responsibilities in the event of an evacuation.
- Ensure each property has a sufficient number of competent fire marshals appointed and available at any time. The number of fire marshals required for each property will be dictated by the fire risk assessment for that premises.
- Ensure fire evacuation drills are carried out at intervals as recommended by the property's fire risk assessment.

GHH are committed to working with relevant Fire & Rescue Services, Primary Authorities and Enforcement Authorities to create safer places to live and work.

GHH will maintain continuous improvement activity undertaken with regards to fire safety through a variety of channels such as third-party auditing, quarterly safety meetings, reports to the Board of Management and KPIs.

GHH considers good communication essential in the safe delivery of fire safety and will therefore ensure that information about fire safety and fire prevention measures is available to tenants and building users via letters, leaflets, email communications and information on GHH's website.

Void Properties - when properties become void GHH will carry out systematic inspections of all fire detection and prevention components including means of escape to include fire detection alarms, fire escape windows, fire doors, compartmentation between property and adjoining properties/communal areas.

GHH will also take measures to prevent arson where a property is void.

New Developments – where new developments are being developed by GHH or being purchased under an affordable S106 agreement GHH will scrutinise all aspects of fire safety relating to these properties influencing safe design, ensuring sign off at handover and ensuring all components relating to fire safety are included on GHH's Housing Management System (C365) for future maintenance and servicing.

GHH will ensure that all contractors' employee and public liability insurance are up to date on an annual basis.

GHH will ensure contracts/service level agreements are in place with the contractors responsible for delivering the compliance service in relation to fire safety.

GHH will implement a robust process to deal with all changes to stock, including new property acquisitions, disposals and stock transfers, in order to ensure that properties are not omitted from the compliance programme, and to ensure the programme remains up to date.

GHH will have a robust process in place to manage properties with known hoarding issues, as well as new hoarding issues which arise throughout the programme.

GHH will record all fire alarm false alarm activations in properties with communal fire alarm systems and where necessary investigate such false alarms so that we learn the lessons from each false alarm, and, wherever possible, apply those lessons to minimise future false alarms. False alarms are the unwanted activation of an automatic fire detection and warning system when there is no fire. False alarms can habituate people to ignore signals from the alarm system as 'just another false alarm' and prevent them from reacting appropriately when a real fire is detected.

GHH will not give permission to any type of works/installation that could present a health and safety risk to an individual and/or property and potentially result in the non-compliance with this policy in relation to a GHH-owned asset

This policy will be reviewed every three years or more frequently as a result of feedback obtained, internal/external audits and change in legislation or regulatory requirements. This process ensures the policy's continuing suitability, adequacy, and effectiveness.

The next review date is 28th January 2029.

A handwritten signature in black ink that reads "Karl Dean". The script is cursive and fluid, with the first name "Karl" and last name "Dean" clearly distinguishable.

Karl Dean
CHIEF OPERATING OFFICER AND DEPUTY CHIEF EXECUTIVE

28th January 2026

Responsibilities

Board of Management

Responsibility for fire safety lies ultimately with the group Board of Management. They are ultimately responsible for ensuring any relevant persons within our premises are safe from fire and its associated hazards. The Board of Management satisfies this responsibility by delegating duties to the Chief Executive who is responsible for ensuring that adequate resources provided by the Board of Management are implemented to enable the objectives of this policy to be met.

Board of Management (Article 3(b)(i) FSO 2005 Responsible Persons) key responsibilities:

- Effective implementation of the fire safety policy across GHH as a whole.
- Adequate resources (including finance) are made available to both develop and implement appropriate fire safety procedures.
- Ensure responsibilities of fire safety are effectively delegated and an overall structure established with clear guidelines and procedures are in place.

Chief Executive (Article 3(a) FSO 2005 Responsible Person) key responsibilities:

- Interface with and reporting to the group Board of Management.
- Ensure the fire safety policy for GHH's premises is in place, monitored and reviewed.
- Responsible for the implementation of the policy and to ensure sufficient resources (including staffing levels) made available by the Board of Management are adequately distributed and implemented where required to meet fire safety objectives and requirements.
- Implementation of a positive fire safety culture and continual improvement across GHH in the role of senior management.
- Responsible for implementation and monitoring of clear communication of fire safety information with other Responsible Parties under Articles 21A & 22 of the FSO 2005.

Chief Operating Officer & Deputy Chief Executive (Article 5(3) FSO 2005 Duty Holder) key responsibilities:

- Reporting to the Chief Executive.
- Management of all fire safety works carried out within GHH properties including but not limited to fire risk assessments, door inspections, strategies, building surveys, etc.
- Creating and management of an annual planned maintenance.
- Management of all remedial works/action plans from the inspections/assessments.
- Management of performance of contractors associated with remedial works.
- Monitor and report on inspections and compliance.
- Financial provision and budget responsibility for inspections and repairs.
- To monitor the quality/performance of services provided by contractors and operatives ensuring compliance with contract conditions.
- Provide technical advice across GHH as required
- Training and competency of staff within GHH including.
- Responsible for managing of fire safety checks carried out within GHH properties.
- Report any related accident/incident or failures to comply with the fire safety policy by either employer or employee.
- Submit recommendations in relation to the fire safety policy to the Board of Management if necessary.

Business Operations and Facilities Manager (Article 5(3) FSO 2005 Duty Holder) key responsibilities:

- Responsible for reporting to the Chief Operating Officer.
- Responsible for the day-to-day implementation and running of fire safety within GHH premises.
- Responsible for managing of fire safety checks carried out within GHH premises.
- Responsible for service user welfare during day-to-day operations and emergencies.
- Report any related accident/incident or failures to comply with the fire safety policy by service users.
- Responsible for provision of necessary information on fire safety to service users under the requirements of Article 21A of the FSO 2005.

Policy arrangements

Fire Risk Assessment (FRA) procedure

Purpose and scope

The following procedure has been developed to comply with Article 9 of the FSO 2005. It will set out the process of selection of a competent assessor, completing the risk assessment, the risk assessment interval and review process.

Definitions

Competent Assessor – A person (internal or external) who can demonstrate competency through level 3 (minimum) certified fire assessment training and experience with addition of Institute of Fire Engineers (IFE) or Institute of Fire Safety Managers (IFSM) membership of Technician grade (TIFireE) or higher.

They will also be registered on a nationally recognised fire risk register as set in the Fire Safety Council guidance. Where the ISFM ‘tiered’ register is used, ‘competent’ assessors for GHH shall be a minimum of Tier 2 on this register.

Procedure

Business Operations and Facilities Manager will ensure that an FRA is in place for each premises owned or controlled by GHH. They will determine what level of FRA (scope) will be conducted and will obtain a competent assessor to carry this out. The competent assessor will be competent in accordance with the definition in this procedure. Where external organisations are used, the Property Lead & Appraisal Manager shall ensure that the company also holds competent accreditations to conduct the works under the UKAS accredited BAFE SP205 scheme. As is required under Article 21A(d) of the FSO 2005 (enacted under S156 of the Building Safety Act 2022) the identity of the risk assessor shall be provided to residents.

Once the FRA has been carried out with identified actions in place, the documents will be forwarded to the Property Lead & Appraisal Manager by the assessor for review and comment.

Feedback with relevant comments/performance review will be sent to the competent assessor.

The Property Lead & Appraisal Manager will ensure that all relevant persons have the findings of the FRA made available to them for comment and feedback. The Housing Director shall ensure that the service users of GHH are adequately informed of the findings of any FRA which may affect them.

The Business Operations and Facilities Manager will review the identified actions of the FRA on a monthly basis to ensure that adequate progress is established through to completion, prioritising urgent actions. Any actions that are considered as an immediate threat of death or serious injury, the Chief Executive must be informed and where necessary, the Board of Management.

The FRA will be renewed as per the recommendation of the competent assessor.

Although review of an FRA will be continuous, where the competent assessor has determined in the FRA a renewal date of a premises exceeding 12 months, a formal written annual review will be made by a competent fire assessor to ensure the FRA remains relevant. This will involve the following key subject reviews: -

Alterations to a premises

- Change of key personnel.
- Change in special or technical measures affecting the overall risk rating of the assessment.

- Introduction of young or vulnerable persons into a premises not covered by the FRA.
- A change in fire legislation.
- Enforcement action taken against GHH by the relevant authority.
- A fire within the premises concerned.

Where the review determines any changes or events from the list since the date of the FRA was conducted, the Business Operations and Facilities Manager will arrange for early renewal of the FRA at the earliest opportunity by a competent assessor.

References

Regulatory Reform Order (Fire Safety) Order 2005.

Documents

Previous fire risk assessment documentation
Action plans arising from any previous FRA.

Records

Fire Risk Assessments

Fire alarm maintenance procedure

Purpose and scope

The following procedure has been developed in order to comply with Article 17 of the Regulatory Reform (Fire Safety) Order (RRO) 2005, following the instruction from British Standard (BS) 5839 Part 1.

The purpose of this procedure is to ensure the legal obligation of fire safety equipment maintenance 'is' in efficient working order and good repair, and to reduce the risk of 'false alarms' capturing both user checks and servicing. The scope of this procedure is limited to BS 5839 part 1 industrial style systems only and excludes domestic grade Part 6 fire alarm systems.

Definitions

Competent Engineer – A person (external) who can demonstrate competency through certified training and experience, on the BAFE SP203-1 accreditation scheme for fire alarm systems and follows the latest British Standards for BS 5839.

Procedure

Each fire alarm panel (where installed depending on property type and use) shall be adequately labelled with zone information to make identifying the location of an actuation easier for staff and/or the Fire & Rescue Service.

Fire alarm testing shall be conducted weekly by GHH's preferred external property management contractor, using an appropriate fire alarm testing key and findings recorded.

Any defective equipment will be recorded in the fire log and the Business Operations and Facilities Manager advised immediately.

Where a fault is discovered on the fire alarm system, the Business Operations and Facilities Manager will ensure that a competent engineer is called to address the issue as soon as possible.

The Business Operations and Facilities Manager will ensure that a competent fire engineer is appointed to ensure that the alarm system received an adequate service. The frequency of this service will be at 6 monthly intervals in accordance with BS 5839-part 1. Where a BS 5839 Part 1 system (also known as Category A alarm systems) are installed within common shared areas of domestic properties, as is required under Article 21A(e) of the FSO 2005 (enacted under S156 of the Building Safety Act 2022) the identity of the engineer shall be provided to residents.

References

Current and previous fire engineer service records.
Weekly checks.

Documents

Regulatory Reform (Fire Safety) Order 2005
British Standard (BS) 5839-part 1
Fire log

Records

Fire log

Emergency lighting procedure

Purpose and scope

The following procedure has been developed in order to comply with Articles 14 and 17 of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this procedure is to ensure the provision, where necessary, of adequate emergency lighting in terms of its function and maintenance, in order to safeguard the safety of all occupants within a building upon failure of main power systems.

Definitions

Competent Electrical Fire Engineer - is a contractor who is a fully qualified electrical engineer and can demonstrate this with in date certification and experience. They have very good knowledge of the installation of the emergency lighting system within GHH's premises and are also conversant in the following standards:

- BS 5266: Code of Practice for the emergency lighting of premises.
- BS EN 60598: British and European standard for emergency luminaires.
- BS 5499: Guidance for the selection and use of safety signs and fire safety notices.

Procedure

GHH's preferred competent property management contractor shall conduct emergency lighting checks monthly following the recommends in British Standards (BS) EN 50172:2004/(BS) 5266:2016. This check will consist of a short duration test allowing the person conducting the test time to ensure that upon a 'simulated' power failure, the emergency light turns on. Once they are satisfied the system should be secured and findings recorded.

Upon completion of every emergency lighting test the contractor must ensure that the recharging LED indicator is lit correctly.

Once annually, a competent fire engineer will be employed to conduct a full function test of the emergency lighting system, record the findings and issue certification upon completion.

Where luminaires are found to be defective on either of the tests described above, the defect should be reported to the Business Operations and Facilities Manager, recorded and addressed by a competent engineering company as soon as possible.

Documents

Fire Warden weekly checks.
Emergency lighting test certificate.

References

Regulatory Reform (Fire Safety) Order 2005
BS 50172:2004/BS 5266:2016
BS EN 60598-2-22:2014
BS 5499:2014
Fire log

Records

Fire log

Fire training & drills procedure

Purpose and scope

The following procedure has been developed to ensure compliance with Article 15 of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this procedure is to simulate an emergency situation to provide an element of training for key role staff in control of GHH premises as well as providing an opportunity to monitor response to an incident from all involved.

Definitions

Annual fire procedure training - tests of response by staff in control of GHH premises including but not limited to fire alarm zone identification and investigation for real fire confirmation, coordination of vulnerable person evacuations, change of evacuation strategies, etc.

Fire drill - a full response test conducted in premises involving all GHH staff and/or service users in the multi-occupational workspace and GHH homes.

Fire marshal - a member of GHH staff who has received specific fire marshal training to aid evacuation and sweep the premises in the event of an emergency.

Tenant - A person(s) who occupies a GHH home.

Procedure

GHH will commit to conducting a minimum of annual fire procedure training for staff within its offices. The procedure training will be overseen by the Business Operations & Facilities Manager. The annual procedure training conducted will test the full understanding of fire systems and equipment present.

Automated fire systems shall be tested for functionality during such procedures. Once the procedure training has been completed, the appropriate findings shall be recorded in the fire log.

Fire drills will be conducted on a 6 monthly basis.

The drill for St John's Court will be initiated by the Business Operations & Facilities Manager who will activate the alarm system via a manual call point. If the system is externally monitored, then the external monitoring company is to be informed that a drill is taking place.

The fire marshals will conduct their duties in accordance with their role (see fire marshal procedure in this document for requirements and definitions), briefed to them by the Business Operations & Facilities Manager.

Once a drill has been completed, the appropriate information must be recorded by the Business Operations & Facilities Manager in the fire log for records.

Documents

Training records

References

- Regulatory Reform (Fire Safety) Order 2005

Records

- Fire log

Personal emergency evacuation plans (PEEP)

Purpose & scope

The following procedure has been developed to ensure compliance with article 14.2(b) of the Regulatory Reform (Fire Safety) Order 2005 and section 20 of the Equality Act 2010.

The purpose of this procedure is to provide a person(s) who would be categorised as 'vulnerable' in the event of an emergency with a bespoke escape plan to a place of safety.

Definitions

- Vulnerable person(s) - are employees, contractors, and/or visitors who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of an emergency. These may include but not limited to the following:

- Mobility impairments.
- Visual impairments.
- Hearing impairments.
- Cognitive impairments.
- Short term injuries (such as a broken leg).
- Women in the later stage of pregnancy.
- Persons of diminished mental capacity.

Procedure

An induction of the person will take place upon joining GHH as set down by the company's induction/visitor procedure. During the induction process, an opportunity will be presented to the individual to review the current

arrangements of the company for suitability. Should a person become vulnerable during employment a PEEP will be created upon receipt of a medical note from a medical professional.

Any tenant visitors to the ground floor of St John's Court will be assisted by the member of staff with whom they are meeting should an evacuation be required.

Any GHH risk assessments that directly affect the individual will be reviewed by a competent risk assessor for health and safety.

Once the PEEP has been developed a copy will be sent to the Housing Director for approval. Once approved, it will then be handed to the individual whom it affects, their line manager, any helper involved in the plan and a copy placed in the fire log which must be kept in a secure container.

It is the responsibility of the individual for whom the PEEP has been made to inform their line manager of any change in circumstances that would require the PEEP to be amended.

Content

The PEEP will contain the following information to ensure the necessary information is included:

- Name, department, building, and room if applicable.
- Contact extension number.
- Mobile telephone number.
- Procedure awareness and alert method.
- The designated assistance personnel and type for the individual.
- Equipment provided.
- Evacuation procedure.
- Signatures of receipt and understanding.

References

Regulatory Reform (Fire Safety) Order 2005
Equality Act 2010

Records

Fire log

Documents

Personal Emergency Evacuation Procedure report

Fire evacuation procedure

Purpose & scope

The following procedure has been developed to comply with Article 15 of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this arrangement is to ensure that a simple and easy set of procedures is developed bespoke to each premises that will allow all persons on the premises to follow in the event of an emergency. The scope of this arrangement applies for all controlled premises of GHH.

Definitions

- Tenant - A person(s) who occupies a GHH home.

Content

A fire evacuation procedure will be adopted for each premises taking into consideration its use, its design, location and the findings of any fire risk assessment. The default evacuation strategy in the absence of a specified evacuation policy/procedure for that building shall be considered as a simultaneous evacuation strategy.

The content of a fire evacuation procedure will include step by step instructions for escape, including any requirements for management of the strategy.

All evacuation procedures must include roles involved in the procedure, and actions to be taken accordingly including who to contact.

The content shall be presented in a way that is easy to follow and understand. All occupants of the building shall be informed and provided with this evacuation information. This record must be documented.

The content will be available and easily accessed by all members of staff, visitors, contractors and service users, by a copy being placed inside the fire log and at appropriate locations around the premises. Where necessary a drawing or a simple diagram should be provided for each tenant within their home as a summary of the procedure in place.

The evacuation policy/procedure must be reviewed at the point of but not limited to building alteration, significant occupancy change, or recommendation from a risk assessment following a determined risk of death or serious injury.

Documents

Fire log
Fire evacuation strategy

References

- Regulatory Reform (Fire Safety) Order 2005

Records

- Fire log

Fire marshal procedure

Purpose & scope

The following procedure has been developed to comply with Article 13.3(b) of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this procedure is to establish the requirements for fire marshal training, and to ensure adequate number of fire marshals are employed by GHH.

Definitions

Fire marshal - a direct employee of GHH nominated internally to fulfil a primary role of fire prevention (such as safety checks) but to also act competently in an emergency. A fully trained marshal has received training in fire safety and has a good knowledge of hazards and the use of fire extinguishers.

Fire marshal trainer- A tutor who teaches a level 2 equivalent fire marshal training course with demonstratable experience in their CV, appropriate fire warden training qualification or level 3 fire safety qualification and also possessing a Level 3 Award in Education and Training.

Procedure

Drilling shall be the determining benchmarking factor in establishing the effectiveness of evacuation procedures with any existing numbers. Where deficiencies in capability are identified, the Business Operations & Facilities Manager must be informed.

GHH shall provide certificated fire marshal training for nominated employees and by a competent fire marshal trainer. The training must include examination and practical demonstration participation for the delegates. All fire marshals must have certification dated within 3 years of the certificate date of training.

All training including the course syllabus must be recorded. It is the responsibility of the Business Operations & Facilities Manager to ensure that external course providers are competent and present the appropriate syllabus details for records.

Fire marshals as part of their duties will conduct fire safety equipment checks in accordance with the fire log. They will also conduct weekly checks of the passage routes and hazard spotting to ensure that they are clear of any obstacles. All fire marshals shall report the finding of any hazard deemed a significant risk of death or serious injury to the Business Operations & Facilities Manager.

St John's court currently has seven fire marshals in post who have received fire marshal training.

Documents

- Certificate in fire awareness and fire marshal training.

References

Regulatory Reform (Fire Safety) Order 2005.

Records

- Fire log.

Fire extinguishers

Purpose & scope

The following arrangement has been developed to comply with Article 13.1 and 13.3 of the Regulatory Reform (Fire Safety) Order 2005 by following the codes of practice in BS 5306-Part 3, BS 9999:2017 and BS 9991:2015.

The purpose of this arrangement is to ensure that there is adequate portable firefighting equipment in place in GHH's premises to assist in successful escape from a fire and tackling small fires.

Definitions

Competent fire engineer - is an external contractor who is a qualified fire safety professional conversant in the latest fire safety legislation employed to carry out servicing of any fire extinguishers.

Procedure

- GHH will liaise with external competent fire safety engineers to determine the correct type, position and use of any portable and/or fixed firefighting equipment including smoke clearance systems. GHH will use all available information such as relevant British Standard, fire risk assessments and advice from competent fire safety consultants to determine what the correct systems should be and, where necessary, implement their installation and compliance.

On a monthly basis, the Business Operations & Facilities Manager will check the firefighting equipment within their premises for presence and obvious physical tampering/damage.

The findings of the condition of the equipment should be recorded in the fire log on a monthly basis. Findings of any deficient equipment that may have been tampered with or discharged should be brought to the attention of the fire engineering company to resolve as required.

The Business Operations & Facilities Manager shall ensure that all portable firefighting equipment is subject to annual maintenance by a competent fire engineer, carried out in accordance with the requirements of BS 5306. Records of annual fire extinguisher servicing will be kept in the fire log.

Documentation

Fire log

References

- Regulatory Reform (Fire Safety) Order 2005

Records

Fire log

Use of emergency & instruction signage

Purpose and scope

- The following arrangement has been produced to ensure GHH's legal obligations of Articles 14.2(g) and 15 of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this arrangement is to ensure that appropriate fire safety signage adhering to BS 5499-part 4 standards are placed in the relevant places with the aim of providing the necessary direction to relevant persons within our premises to a place of complete safety.

Definitions

Not applicable.

Procedure

Any passage route that changes direction or level shall have an emergency exit sign with the direction of safe travel, placed at an adequate height and will be clearly seen. The position of the signage must be in such a place where it will not be obstructed by building features or open doorways.

Any signage used shall be luminescent (glow in the dark) or will be near an emergency lighting luminant so it can be easily seen in the event of a power failure.

Any final emergency exit shall have emergency signage to indicate its use as an emergency exit.

The emergency exit signage shall be correct with indication arrows as directed in BS 5499 part 4.

Fire action notices will be placed on the escape routes in adequate locations so that they are visible to all persons in the building, and will detail immediate actions upon discovering a fire, and/or hearing the fire alarm system.

Monthly checks will be made by the Business Operations & Facilities Manager of the signage to ensure that the signage information is the following:

- Clean and clearly visible
- Physically present
- Undamaged

References

BS 5499 Code of Practice for escape route signing.
Regulatory Reform (Fire Safety) Order 2005.

Documentation

Monthly check sheet

Records

Fire log

The provision of passive fire containment

Purpose and scope

This arrangement is to ensure the company is compliant with the requirements of Article 8 and 17 of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this arrangement is to ensure that relevant measures are in place, so far as is reasonably practicable within GHH's means, to contain heat and smoke from an uncontrollable fire from vulnerable areas, increase the time (visibility) that persons can escape the premises, and increase the protection of firefighters.

Definition

Fire door assembly - A door that has been constructed and installed to BS8214 or relevant certification standards with fire resistant materials specifically designed to withstand the heat of a fire to a designated amount of time through fire testing, fitted with intumescent strips to contain heat, and/or smoke brushes to contain smoke particulates.

Fire stop – Rigid, semi rigid or flexible barrier systems conforming to fire test evidence that are fitted within void spaces or any other areas that heat from a fire could transfer to from another room.

Cavity barrier- A fire barrier installed as a section in part of a building to meet a fire containment objective.

Contractor - A person conducting any works within a premise which requires intrusive access/breach into fire protection barriers and/or works on fire safety equipment.

Competent installer – An employee or contractor who has certification or can demonstrate competence as part of an accredited installer scheme of passive fire protection.

Procedure

- The fire risk assessment of any GHH premises should always be referred to for direction and/or advice for any significant findings relating to any fire stop or damaged/missing cavity barriers. Tenant's homes must be fitted with adequate fire stop and/or cavity barriers to reduce the risk and speed of fire heat and smoke spread.

In line with the FSO article 9, any fire assessment of tenant's homes that does not include roof voids/void spaces in the scope where non-destructive access (such as a loft hatch) could be gained shall be considered as not suitable or sufficient.

Where fire stop/cavity barriers have not been fitted in the necessary areas identified within the fire risk assessment or show other deficiencies, GHH shall employ a competent person to carry out a compartmentation survey in accordance with an available building strategy document (showing the compartment lines) to develop the full picture of the failings and required remedial actions. Once complete, a fire stopping installer is to be commissioned to provide installation and repairs to the highlighted areas.

Any contractual or GHH works conducted within tenant's homes where such works will breach installed fire stop and fire doors, shall have a permit to work in place. It shall be the principle of the permit to work to ensure that any disturbed fire stop is either reinstalled afterwards or, if permanently damaged, is reported for replacement by a competent installer. This will be managed by the Business Operations and Facilities Manager.

Fire doors within GHH premises shall be installed by competent fire door installer. None of the original fire door furniture shall be modified by any relevant person in any way within that building under any circumstance unless it has been conducted by a competent installer.

Fire doors shall be checked by internal trained staff every 6 months following the codes of practice in BS 9999:2017 Annex I clause 6.2 to ensure that the door furniture, housing and functionality of the door is sufficient to restrict the spread of smoke and heat to other areas of the premise with findings recorded.

Competent fire door inspectors shall be sought by the Business Operations and Facilities Manager to inspect fire doors on this premises at least bi-annually. The door inspectors shall as a minimum hold a Diploma in fire doors (DipFD) under FDIS training.

References

Regulatory Reform (Fire Safety) Order 2005.

Documentation

Permit to work.
Door thorough examination reports.
Weekly checks.
Door manufacturer records/specification sheets.

Records

Fire log

Hot works

Purpose & scope

This policy arrangement is inclusive of any hot work activities carried out by contractors working within GHH controlled properties.

Definitions

- Hot work - refers to any work conducted that is considered to create a heat source of potential ignition and fire.

Responsibility

- It is the responsibility of the Business Operations and Facilities Manager and any nominated supervisors of the relevant premises to:

- Enforce this policy arrangement.
- To ensure a suitable and sufficient risk assessment is in place for any hot working activities.
- To ensure those conducting hot working activities are competently trained to do so.
- To ensure that all hot working permits are 'signed off' once hot works are completed.
-

Procedure

Unless otherwise instructed by GHH's buildings insurance provider, hot work operations (within the controls of the relevant risk assessment) are authorised without seeking a permit to work in external areas 3 metres away from occupied buildings.

Contractors seeking to carrying out any other hot works in GHH properties must first obtain a permit to work from GHH.

Risk Assessment

The following precautions must be considered in the risk assessment:

- Notify GHH 14 days prior to undertaking hot works.
- Comply with the company permit to work procedure.
- Only competent/appointed contractors to carry out hot work activities.
- Suitable firefighting equipment must be positioned within a 1.5m radius during and up to one hour after the hot works.
- All flammable/combustible materials must be removed from the work area prior to the hot works.
- If flammable/combustible materials cannot be removed they must be covered with a fire blanket or protected by a fire/heat resistant shield.
- A standby person must be posted to watch for fire or extinguish embers (sentry) etc.

Sign Off Policy

- Every hot works permit is required to be signed off to confirm the works are complete and the premises location is in a safe state. As such, once hot work activities are completed the hot work location must be monitored for at least one hour to ensure combustion does not occur and sources of ignition are properly extinguished.

This shall consist of 2 checks, one recorded at the 30-minute mark and the other recorded at the one hour mark confirming the risk of fire has reduced to normal levels.

Final sign off by Business Operations and Facilities Manager will confirm that these checks have been completed correctly, that the area is safe and the works can be signed off.

Documents

Hot works permit

References

Regulatory Reform (Fire Safety) Order 2005

Fire auditing & risk profiling

Purpose & scope

- The following procedure has been developed to comply with Article 11 of the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this procedure is to ensure that current controls and documentation is kept to a high-quality standard and remains reasonable/necessary to the business.

Definitions

Intrusive Works - works conducted within any part of GHH premises which can be but not limited to plumbing, cable installation, etc, which to install has required the breach of supporting/plasterboard ceilings and walls.

Qualified fire auditor - a person internal or external to the company who has completed a nationally recognised fire safety auditing qualification and can demonstrate this through certification.

Content

Business Operations and Facilities Manager will audit annually 10% of premises which have had intrusive works conducted to assess the quality of workmanship within premise of fire stop replacement/repair. This will involve a non-destructive visual inspection of installations to ensure that the fire stop has not been left in an unsuitable condition.

10% of fire risk assessments will be internally audited by a qualified fire auditor to ensure that the fire risk assessment can be deemed as suitable and sufficient for that premise.

Any works found not to have met the high standards of GHH will be thoroughly investigated as to why by Business Operations and Facilities Manager and will be reported to the Housing Director.

The company's continuity plan for dealing with the outcome of a serious fire within any of GHH's premises will be internally audited annually assessing the following scope:

- The availability of resources to properly implement the continuity plan.
- Updated legislation, key personnel and any relevant changes to premises that could affect the plan.
- The suitability of the actions within the plan in its current form and highlighting any inaccuracies that could render it inadequate as a continuity plan.

The findings of each audit including any actions will be reported to the Housing Director.

Risk profiling of all GHH's premises shall be carried out by the Business Operations and Facilities Manager. This will entail a comprehensive list of all property types grading highest risk to lowest risk. Alongside this list, a master actions log from fire risk assessments is to be created and allocated priority against the risk profiling list. The objective of the profiling list will be to correctly allocate appropriate priorities for addressing actions in line with reasonably practicable capability of GHH.

Documents

- Audit reports.

References

Regulatory Reform (Fire Safety) Order 2005.

- Records

Auditing records.

Control and review schedule

This policy will be reviewed every three years or more frequently as a result of feedback obtained, services reviews internal/external audits and change in legislation, regulatory requirements or changes to the operating environment. This process ensures the policy’s continuing suitability, adequacy, and effectiveness.

Employees will receive refresher training as applicable.

The Chief Operating Officer and Deputy Chief Executive has responsibility for this policy, and ultimate responsibility for performance and compliance sits with the board.

Current version	Date approved	Date for review	Document owner
1	27.11.24	27.11.25	Karl Dean
1.2	28.01.26	28.01.29	Karl Dean

