



Fire Safety Policy





1.0 Introduction

- 1.1 This policy outlines Housing Plus Group's (HPG's) comprehensive approach to ensuring fire safety across all its housing stock, communal areas, workplaces and premises under management. It outlines how the HPG complies with statutory and regulatory duties and prioritises the safety and well-being of residents, staff, contractors and visitors.
- 1.2 The policy establishes a structured and consistent framework for managing fire risk assessments, maintaining fire protection systems, resident engagement and overall safety assurance. Fire safety is recognised as a fundamental component of responsible property and building safety management. This document supports our goal of reducing fire risk, improving asset resilience, and maintaining tenant confidence through proactive, preventative and legally compliant practices.

2.0 Policy Statement

- 2.1 HPG is committed to maintaining the highest possible standards of fire safety and delivering services that protect people and property. This policy aims to:
- 2.1.1 Ensure full compliance with all legal and regulatory requirements applicable to fire safety in residential and workplace settings, including the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) Regulations 2022.
 - 2.1.2 Minimise the risk of fire-related harm, injury, or damage through robust and risk-based safety management practices.
 - 2.1.3 Provide a consistent and structured framework for the inspection, maintenance, and improvement of fire safety measures across all relevant properties.
 - 2.1.4 Promote transparency, accountability, and continuous improvement in fire safety performance.
 - 2.1.5 Support the delivery of a safe and resilient housing environment across all property types and tenures.
 - 2.1.6 Take all reasonable steps to gain access for inspections, servicing, and remedial works, including the use of enforcement powers where necessary.
 - 2.1.7 Align internal procedures with national best practice, guidance, and recognised fire safety standards.
 - 2.1.8 Foster a culture of fire safety awareness through resident engagement, communication, and staff training.
- 2.2 HPG will comply with all current and forthcoming statutory requirements set out under Awaab's Law. The organisation will ensure that hazards presenting a risk to health or safety within its homes are identified, investigated, and remedied within the timeframes prescribed by law, and that future phases of Awaab's Law are implemented as they come into force.

3.0 Policy Scope

- 3.1 This policy applies to all properties (residential and non-residential), systems, and individuals under the responsibility of Housing Plus Group. This includes:
- General needs rented properties
 - leasehold and shared ownership homes

- void properties.
- Supported and extra care housing schemes.
- Communal areas in purpose-built blocks and converted properties, including shared infrastructure and fire protection systems.
- Offices, service hubs, and commercial or operational premises used by HPG staff.
- Properties managed under market rent or agency arrangements where HPG acts as managing agent.

3.2 This policy also applies to all staff, operatives, contractors, and third parties involved in fire risk assessments, installation, maintenance, inspection or fire safety management.

3.3 In mixed-use buildings where HPG manages residential units but not the commercial elements, the organisation acknowledges the limitation in accessing fire safety records for non-residential areas. While every effort will be made to coordinate fire safety standards with third-party freeholders or managing agents, HPG can only assure compliance within its demised and managed property elements. Known dependencies and risks will be documented and escalated via contractual or statutory routes where required.

4.0 Definitions

4.1 **FRA (Fire Risk Assessment):** A systematic evaluation of fire risks in a building to identify hazards, assess risk, and recommend measures to reduce or eliminate risks. Fire Risk Assessments will follow recognised national methodology, including PAS 79 where applicable, to ensure consistency and defensibility.

4.2 **Stay Put Policy:** A fire evacuation strategy typically used in purpose-built blocks where residents remain in their flat unless directly affected by fire or smoke. Stay Put advice applies only where building design and Fire Risk Assessment confirm it is appropriate; other evacuation strategies (simultaneous or phased) are implemented where necessary.

4.3 **Responsible Person:** The person or organisation responsible for complying with fire safety law, typically the landlord or managing agent.

4.4 **Higher-Risk Building:** A multi-occupied residential building of at least 18 metres in height or with seven or more storeys, as defined under the Building Safety Act 2022.

4.5 **Fire Compartmentation:** The subdivision of a building into fire-resistant compartments to restrict the spread of fire and smoke.

4.6 **Evacuation Strategy:** A building-specific plan for how occupants should leave the premises in the event of a fire, including stay put, simultaneous evacuation, or phased evacuation strategies.

4.7 **PEEP (Personal Emergency Evacuation Plan):** A tailored plan to support individuals who may require assistance to evacuate safely in a fire emergency.

4.8 **Accountable Person:** As defined by the Building Safety Act 2022, the individual or organisation legally responsible for assessing and managing building safety risks in occupied higher-risk buildings. This includes ensuring the building is registered with the Regulator, maintaining a Safety Case Report, and fulfilling ongoing dutyholder responsibilities related to fire and structural safety.

4.9 **Competent Person:** An individual who possesses the necessary knowledge, skills, experience, and training to carry out fire safety duties effectively, and who holds



relevant qualifications or certifications recognised by the fire safety industry, such as those provided by accredited professional bodies (e.g. IFE, NEBOSH, or equivalent).

5.0 Roles and Responsibilities

- 5.1 **The Board and Audit and Risk Committee** provide strategic oversight and seek assurance on fire safety compliance. They also approve the policy and monitor compliance via performance reporting.
- 5.2 **The Executive Management Team (EMT)** ensure strategic direction, resources and leadership are in place for effective fire safety delivery and escalate and resolve significant compliance issues.
- 5.3 **Executive Director of Investment and Growth:** Holds organisational accountability for fire safety compliance, reporting into EMT and the Board. Leads cross-functional collaboration with asset, housing, and health and safety teams.
- 5.4 **Director of Building Compliance and Safety:** Responsible for the implementation of the fire safety policy and oversight of delivery programmes, risk assessments, and statutory returns.
- 5.5 **Responsibilities for specific roles and teams** are defined within the Fire Safety Management Procedures and corresponding job role descriptions. All staff and contractors are required to comply with this policy, the procedures manual and all associated legal obligations.
- 5.6 **Residents and Leaseholders** are expected to comply with relevant fire safety instructions, report hazards and allow access for inspections and works as required. Residents must take reasonable steps to comply with fire safety measures, report hazards promptly and cooperate with inspections. Fire safety is a shared responsibility.
- 5.7 Where HPG shares responsibility for fire safety with other duty holders (e.g. managing agents, freeholders, leaseholders), it will seek to establish clear lines of responsibility, share relevant fire safety information and coordinate compliance actions in accordance with regulatory duties.

6.0 Applicable Legislation and Guidance

- 6.1 This policy operates in the context of the following legislation and guidance:
 - Regulatory Reform (Fire Safety) Order 2005
 - Fire Safety Act 2021
 - Fire Safety (England) Regulations 2022
 - Building Safety Act 2022
 - Housing Act 2004 (Housing Health and Safety Rating System - HHSRS)
 - The Social Housing (Regulation) Act 2023
 - Approved Document B (Fire Safety) of the Building Regulations
 - PAS 79 – Fire Risk Assessment guidance
 - BS 9991 – Fire safety in the design, management and use of residential buildings
 - BS 5839 – Fire detection and fire alarm systems for buildings
 - BS 5266 – Emergency lighting code of practice
 - LACORS Housing – Fire Safety Guidance for landlords and managing agents
 - National Fire Chief's Council (NFCC) Guidance
 - Home Office Fire Safety Risk Assessment Guides (as applicable by building type)

7.0 Policy Delivery Programme





7.1 A cyclical programme of Fire Risk Assessments (FRAs) is in place for all relevant buildings, aligned to property risk category and statutory requirements.

7.2 HPG applies a property risk categorisation model to inform the frequency and depth of inspections. Higher-risk buildings, such as multi-storey blocks, sheltered schemes and converted premises, are prioritised for more frequent assessment and oversight. In addition to the scheduled programme, FRAs will be reviewed and reissued outside of the cycle where:

- A fire incident or near miss occurs, which may indicate new or emerging risks.
- There is a material change to the building layout, use, occupancy, or internal structure (e.g. alterations to compartmentation, additions of services, change of use).
- There is a change to the evacuation strategy, fire detection or suppression systems.
- An FRA is found to be incomplete, outdated, or non-compliant with current guidance (e.g. PAS 79, Fire Safety (England) Regulations 2022).
- Information becomes available that casts reasonable doubt on the validity of the existing FRA.

7.3 HPG will also:

- Ensure timely completion of follow-on actions arising from FRAs, prioritised by risk and monitored through a central compliance system.
- Ensure Regular inspection, servicing, and maintenance of fire detection, alarm, and suppression systems, including emergency lighting, extinguishers, fire doors, and smoke ventilation systems.
- Maintain appropriate evacuation strategies for all relevant buildings and ensure these are informed by the building's risk profile, fire safety systems, and resident needs. This includes the development of evacuation plans, support for Personal Emergency Evacuation Plans (PEEPs) where required, and coordination of fire drills or scenario-based planning in higher-risk settings.
- In line with the Fire Safety (England) Regulations 2022, apply measures in higher-risk residential buildings (HRRBs) as detailed in HPG's Fire Safety Management Procedures.
- Obtain at handover in accordance with Regulation 38 of the Building Regulations 2010, for newly constructed buildings, fire safety information, for ongoing property management and compliance.
- Take reasonable steps to identify and manage dangerous substances (e.g. flammable or combustible materials) where their presence increases fire risk.
- Undertake data validation exercises to ensure all fire safety records are accurate, complete, and stored in line with regulatory expectations.
- Carry out planned investment in fire safety improvements through capital programmes aligned with building safety strategies.
- Ensure integration of fire safety tasks within the asset management, responsive repairs and void property workflows.
- Have access protocols and escalation procedures for non-compliance or denied entry.
- Regularly review and update FRA methodologies and delivery frameworks to reflect changes in risk, regulation and best practice.

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- Hold resident engagement activities to support awareness, compliance and co-operation with fire safety measures.
 - Ensure cross-team collaboration with health and safety, housing operations, building safety and asset management functions.
 - Undertake third-party quality assurance audits and benchmark against sector standards.
 - Report to the EMT and Board on delivery performance, including KPIs, trends and areas requiring escalation or resource allocation.

8.0 Action Management

- 8.1 HPG recognises that fire safety compliance relies on the effective resolution of a wide range of actions identified through risk assessments, inspections, audits and incident reviews. These include both physical remedial works and non-physical management actions. The organisation will adopt a comprehensive action management approach. This is detailed in the Fire Safety Management Procedure document.
- 8.2 Fire safety management will be informed by occupancy profiles, including the presence of residents with mobility, sensory or cognitive support needs, to ensure appropriate risk mitigation and communication.

9.0 Communication and Notification

- 9.1 HPG is committed to clear, timely and effective communication of fire safety information to residents, staff, contractors, and relevant stakeholders. The organisation recognises the critical role that awareness and understanding play in maintaining a safe built environment. Communication and notification activities are detailed in the Fire Safety Management Procedure document.

10.0 Data Management and Record Keeping

- 10.1 HPG uses the organisation's CADRE system as its central repository for all fire safety documentation, compliance data and reporting outputs. CADRE supports integration with other asset and compliance domains, facilitates auditability and ensures that all records are maintained in a secure, structured and accessible environment.
- 10.2 HPG recognises the importance of accurate, secure and accessible data in the effective management of fire safety. The organisation is committed to robust data governance and compliance with regulatory expectations in relation to the collection, storage, and use of fire safety records. The approach is detailed in our Fire Safety Management Procedure to ensure that Housing Plus Group has full visibility and traceability of its fire safety compliance position and can evidence compliance to both internal and external assurance bodies.

11.0 Resident and Stakeholder Engagement

- 11.1 HPG recognises that meaningful engagement with residents and stakeholders is central to effective fire safety management. The organisation is committed to open, accessible and two-way communication to promote awareness, build trust, and enable cooperation in maintaining fire safety across its properties. This includes:
- Involving residents in the development and review of fire safety arrangements, including building-specific evacuation procedures and the implementation of Personal Emergency Evacuation Plans (PEEPs).

- Providing regular opportunities for residents to give feedback or raise fire safety concerns through surveys, tenant panels, and estate-based engagement events.
- Sharing outcomes of Fire Risk Assessments (FRAs) and planned or completed safety works in a clear and timely manner.
- Collaborating with resident engagement teams to support fire safety education, campaigns, and home visit programmes.
- Working with external stakeholders including local Fire and Rescue Services, managing agents, and local authorities to ensure coordinated and consistent approaches to fire safety.
- Ensuring that vulnerable and hard-to-reach groups are appropriately supported through tailored communication channels and dedicated engagement activities.

11.2 The development of this policy has been informed by a review of legacy documents, input from third-party consultants and consultation with internal stakeholders, including asset management, compliance and repairs teams.

11.3 HPG is committed to meaningful engagement with residents and staff in shaping the delivery of its compliance services. This includes using tenant engagement forums and the SPaCE Committee, customer panels, or targeted feedback exercises to inform ongoing improvements to both policy and practice.

11.4 Feedback collected during service delivery—such as inspection outcomes, customer satisfaction surveys, and access challenges—will also inform future policy revisions.

11.5 The policy will be reviewed and approved through formal governance structures, including the Executive Management Team and Audit and Risk Committee.

12.0 Competency and Training

12.1 HPG acknowledges that the competence of those involved in fire safety is essential to maintaining compliance, mitigating risks and safeguarding residents. In accordance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) Regulations 2022, and guidance from the National Fire Chiefs Council (NFCC), HPG is committed to ensuring that all persons with fire safety responsibilities are demonstrably competent. Competency and training will be managed in line with HPG's Fire Safety Management Procedures.

13.0 Performance Monitoring

13.1 HPG is committed to robust performance monitoring to ensure effective oversight of fire safety compliance. This enables the organisation to identify emerging risks, assure delivery standards, drive continuous improvement and fulfil internal and external reporting requirements. The performance monitoring framework ensures HPG is aligned to statutory obligations, internal targets and sector benchmarks. This will be managed in line with HPG's Fire Safety Management Procedures.

14.0 Quality Assurance

14.1 HPG recognises that quality assurance is fundamental to verifying the effectiveness of its fire safety management arrangements and maintaining confidence among residents, regulators, and stakeholders. The organisation is committed to maintaining a structured and proportionate quality assurance framework to ensure that all fire safety activities, policies and procedures are delivered to consistently high standards and in compliance with statutory and regulatory requirements. This framework will be



supported by appropriate governance, performance monitoring, and independent review mechanisms and managed in line with HPG's Fire Safety Management Procedures.

15.0 Non-Compliance and Escalation

- 15.1 Significant compliance risks or delays will be escalated in accordance with the Fire Safety Management Procedures, ensuring that issues are promptly reported to senior management and the Audit & Risk Committee where appropriate.



	Policy Control Sheet Fire Safety Policy Policy reference number - 2025/019
Policy Author	David Nicholls – Director of Building Compliance and Safety Nick Pike – Resident Safety Manager
Direct Lead	David Hall Executive Director of Investment and Growth
Version	1.0 – December 2025
Target audience	Staff, tenants, service users, visitors, contractors and third-party providers
Consultation	Wrekin Voices Customer Partnership Panel Directors Operational Delivery Teams Executive Management Team Audit & Risk Committee
Date of Equality Impact Assessment	An Equality Impact Assessment was completed in July 2024 and re-visited in 2025.
Date of Data Privacy Impact Assessment	Not required
Approving Body	Executive Management Team (Delegated by the Group Board)
Date of final approval	18 th December 2025
Implementation date	1 st April 2026
Monitoring arrangements	KPI's Health & Safety Compliance Teams Executive Management Team
Reporting	Executive Management Team – monthly Audit & Risk Committee – Quarterly HPG Board – Quarterly
Review date	October 2028
Expiry date	April 2029
Review cycle	Three year review cycle
Policy category	Health and Safety
Associated policies and procedures	Building Safety Policy Corporate Health and Safety Policy Fire Safety Management Procedures
Policy location	SharePoint HPG Hub Housing Plus Group website

Summary of changes table

Revision history			
Author	Summary of changes	Version	Authorised by & date
D.Nicholls & N.Pike	New HPG policy, bringing together the two legacy organisations approaches	1.0 - December 2025	Executive Management Team – 18 th December 2025

