

FIRE SAFETY POLICY

Who does this policy apply to:	Board, Staff, Tenants, Contractors, and the General Public
Review Date (minimum every three years)	Last review date - May 2025 Next review date – May 2028
Policy Author/Reviewer and Job Title	Sally Rowe, Head of Housing

POLICY

Purpose and Scope of the Policy:

WFHA has specific responsibilities for making sure that the structure of, and materials used in, buildings and the communal areas within them meet current fire safety requirements. This includes ensuring that communal areas are free from stored and decorative items in communal areas that may obstruct escape or impede fire service access in an emergency.

Details:

WFHA will:

- Appoint trained and competent persons to conduct Type 3 fire risk assessments in all of its owned and managed properties to comply with current law
- Promote best practice continually
- Annually review its fire risk assessments to meet its obligations under the law
- Comply with any recommendations from those risk assessments promptly and in any event within the timescale specified by the assessor
- Ensure tenants to whom we offer a support service have Personal Emergency Evacuation Plans
- Ensure any construction work complies with current building regulations and the law and is risk assessed throughout its life cycle from design to handover
- Actively communicate with tenants about fire safety measures and risk assessment within their homes.
- Investigate and respond to any fire safety concerns raised by tenants, staff, or others in relation to properties it owns or manages
- Be transparent in its management of fire safety
- Maintain adequate records

Responsibilities:

The Chief Executive is the Competent Person with overall responsibility for all aspects of health and safety within WFHA. The Chief Executive will responsibly delegate tasks in order to comply with their duties under the law.

The Head of Housing is the designated Competent Person to coordinate the health and safety programme and will seek external expert advice and guidance as required.

The Asset Services Manager is responsible for:

- The fire safety risk assessment and risk management programme.
- Maintaining the fire risk assessment annual review programme up to date.

- Alerting senior staff of any changes to client group or building structure or materials that may alter the risk profile of a property
- Preparing and submitting compliance reports on fire safety management.
- Assisting the Senior Leadership Team in carrying out their responsibilities in relation to fire safety management
- Supporting the Housing Operations Team in the implementation of management related risk assessment recommendations
- Ensuring compliance with any deficiencies or enforcement notices from fire authorities and informing senior staff

All staff are responsible for raising concerns to managers about fire safety promptly and ensuring these concerns are responded to. These include concerns communicated to them by tenants or others.

Related Policies:

Responsive Repairs Policy

Voids Standard

Repairs Standard

Health and Safety Statement

Equality and Diversity Policy

Procurement Policy

Consumer Regulation – Safety and Quality Standard.

Relevant Acts/Legislation/Regulation

Regulatory Reform (Fire Safety Act) 2005 (FSO)

Fire Safety Act 2021

The Fire Safety (England) Regulations 2022

Building Safety Act 2022

Supporting Information:

<http://www.hse.gov.uk/toolbox/fire.htm>

<https://www.gov.uk/government/publications/fire-safety-approved-document-b>

<https://www.gov.uk/government/publications/building-a-safer-future-an-implementation-plan>

Document History:

Date of Last Review: May 2025

Date Approved by the Board: TBC

Equality Impact Statement:

WFHA must ensure all individuals are treated fairly and in line with legislation relating to the nine protected characteristics identified in the Equality Act 2010 and with the Association's Equality policies and procedures. You must comply with the law and Association policies and procedures governing equality and diversity. The nine protected characteristics are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.