Fire Safety Policy

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Resident Input	
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1. What this policy is for

1.1 This policy sets out Southway Wythenshawe Homes's commitment to managing fire safety as a landlord and employer. It explains the standards, governance, and assurance arrangements we will use to protect residents, colleagues, contractors, visitors, and other people who may be affected by fire and forms part of the suite of policies under the Compliance Framework.

1.2 We will comply with applicable fire and building safety duties, assess fire risk, maintain appropriate precautions and equipment, act on findings, keep reliable records, and provide clear fire safety information.

2. Who this policy applies to

2.1 This policy applies to Southway Wythenshawe Homes colleagues, Board and committee members, contractors and agents, who may be at risk of fire, and whose work may affect fire safety. It applies to premises for which Southway Wythenshawe Homes has relevant landlord, employer, Responsible Person or building safety duties.

Area	Application
Workplaces and non-domestic premises	Offices, community buildings, commercial premises and other workplaces under Southway Wythenshawe Homes control.
Residential communal areas	Common parts of blocks of flats or maisonettes, sheltered accommodation, extra-care accommodation and houses in multiple occupation where relevant duties apply.
Higher-risk buildings	Buildings for which Southway Wythenshawe Homes has Accountable Person or other duties under the building safety regime.
Managed or shared premises	Properties managed by a third party, or shared with another organisation, where

	responsibilities must be agreed, evidenced and monitored.

3. Regulation and Legal Requirements

3.1 This policy supports compliance with the following legislation and regulatory requirements.

- Regulatory Reform (Fire Safety) Order 2005.
- Fire Safety Act 2021.
- Fire Safety (England) Regulations 2022.
- Building Safety Act 2022 and supporting regulations.
- Social Housing (Regulation) Act 2023 and the Regulator of Social Housing consumer standards.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Applicable British Standards and recognised fire safety guidance.

3.2 Where legal, regulatory or recognised technical requirements change, we will review this policy and the supporting arrangements.

4. Risk Management

4.1 The Board will review the corporate risk register annually and agree the risk appetite for fire safety compliance. The current risk appetite is ‘Averse’, meaning the avoidance of risk is a key organisational objective.

4.2 The Audit and Risk Committee will oversee corporate risks associated with this policy. The specific risk associated with this policy is:

GP2 Failure to meet asset compliance in line with regulatory standards.

4.3 We will maintain supporting procedures and processes and provide adequate resources to reduce the risk of non-compliance.

4.4 We will obtain competent advice on fire risk assessment type, scope, and frequency.

4.5 Assessment of findings and resulting actions will be recorded, allocated, monitored, evidenced and closed through an auditable system.

4.6 Deadlines for follow-up actions to address recommendations will follow the priority assigned by the competent assessor. They will be rated Tolerable, Moderate, Substantial or Intolerable.

Rating	Completion timescale
Tolerable	Not applicable
Moderate	Priority 3 - 90 days
Substantial	Priority 2 - 60 days
Intolerable	Priority 1 - 30 days

4.7 Any extension to these timescales must record the reason, revised date, competent advice, interim controls and senior management approval.

4.8 Assessment of review dates, overdue assessments, overdue actions and material exceptions will be reported through agreed governance arrangements including the Audit and Risk and Health and Safety Committees

5. What we will do

5.1 Take all reasonable general fire precautions steps to ensure the safety of employees and relevant persons under the Regulatory Reform Order.

Fire risk assessments (FRA)

- Use competent and appropriately qualified fire risk assessors.
- Arrange suitable and sufficient fire risk assessments for all qualifying premises on a 1, 2, or 3 year anniversary date as advised by the fire risk assessor.
- Maintain a register showing the last assessment date, the next review date, and the status of associated actions.

- Ensure all FRA actions are completed in line with recommendations.
- Undertake a new or amended FRA following a fire in block.
- Review the FRA following a fire-related near miss, material building change, a change of use or other information that may affect fire safety.
- Make relevant fire risk assessment information available to residents where required or requested.

Fire precautions, systems and records

- Maintain appropriate fire precautions, detection, alarm, firefighting, emergency lighting, smoke-control, riser, sprinkler, fire-door and other relevant systems.
- Inspect and maintain fire doors and fire safety equipment in accordance with applicable requirements and competent advice. This includes annual inspections of flat entrance doors, and quarterly inspections on communal fire doors for buildings above 11 metres or 5 storeys.
- Protect fire compartmentation and ensure that any work that penetrates compartmentation is appropriately fire-stopped, inspected and signed off by a competent person
- Maintain secure, accurate and accessible electronic records of assessments, inspections, servicing, maintenance, actions and approvals.
- Maintain required building information, plans and secure information boxes for relevant buildings.
- Co-operate with the Fire and Rescue Service, the Building Safety Regulator, and other relevant authorities.

Residents and building users

- Provide residents and building users with clear information about fire safety, evacuation arrangements, and fire doors where required.
- Use accessible formats and reasonable adjustments so that people can understand and act on fire safety information.

- Engage residents on significant fire safety matters and use their feedback to improve delivery.
- Keep information accurate, secure and up to date that is required to support people who may require assistance during an emergency

Third parties and contractors

- Define fire safety responsibilities in contracts, leases, management agreements or other formal arrangements.
- Obtain evidence of third parties work to complete required assessments, inspections, servicing and remedial actions.
- Monitor performance and escalate non-compliance through contract, governance, and safety arrangements.

6. Escalation

6.1 Significant non-compliance means a potential legal or regulatory breach, a health or safety risk, or a matter requiring management outside routine processes.

6.2 Operational non-compliance must be formally reported to the Executive Director of Homes and Property. They will agree corrective action with relevant building safety leads and ensure the Executive Board is updated.

6.3 Significant matters will be considered for escalation to the Audit and Risk Committee and Board.

6.4 For serious non-compliance, the Executive leadership team and Board will consider disclosure to the Regulator of Social Housing, Health and Safety Executive, Fire and Rescue Authority, Building Safety Regulator or another relevant body.

6.5 We will co-operate with any enforcement process from the Fire and Rescue Authority.

6.6 We will investigate fire-related incidents and RIDDOR notifications, address lessons learned and act to prevent recurrence.

6.7 A fire-related near miss, accident, RIDDOR-reportable incident or material regulatory change will trigger consideration of an early policy review.

7. Quality Assurance

7.1 We will update operational teams regularly so that legal, regulatory, and policy requirements remain understood and are reflected in delivery.

7.2 The Building Safety Management System will describe each team's fire safety activity and will be reviewed with relevant operational managers and team leaders.

7.3 The senior facilities or contract lead will ensure that appointed fire risk assessors and fire safety contractors can evidence competence, audit and performance review.

7.4 Management actions, assessment dates and compliance information will be subject to routine checks and management review.

7.5 Assurance reporting will identify gaps, overdue items, corrective action, and evidence of completed work.

7.6 Lessons from incidents, complaints, audits, regulatory activity, and resident feedback will inform improvement.

8. Equality, Diversity and Inclusion

8.1 An Equality Impact Assessment has been completed on 30th September 2026 The actions will be recorded in the table below.

Action	Policy change or control	Owner	Status

Continue to use Personal Emergency Evacuation Plans to meet needs of residents with additional support needs	Provide reasonable adjustments	Neighbourhood Team	In place
Continue to provide accessible communication and reasonable adjustments to meet individual needs	Provide reasonable adjustments	Neighbourhood Team	In place

9. Who is responsible

Officer or body	**Responsibility**
Board	Approve the policy and priorities, oversee implementation and receive assurance on compliance and risk.
Executive Board	Monitor compliance and ensure significant issues receive executive action.
Health and Safety Committee	Review detailed delivery data, exceptions and corrective actions and report through to the Audit and Risk Committee.
Audit and Risk Committee	Oversee corporate fire safety risk and review assurance reports.
Customer Experience Committee	Review customer impact, engagement, and relevant service performance.
Executive Director Homes and Property	Provide strategic oversight, ensure compliance is maintained and escalate significant matters. Assumes role of Health and Safety Lead under Social Housing Regulation Act 2023
Executive Director of Finance and Development	Ensure new and acquired homes meet applicable fire safety standards before occupation.

Executive Director of Customers	Oversee implementation of policies supporting fire safety such as: • Communal areas and scooter management • Resident engagement • Managing customer or visitor noncompliance
Head of Assets and Building Safety	Lead operational delivery, management, and monitoring through nominated managers.
Building Safety Manager	Maintain policy and supporting arrangements and processes, oversee assessments and actions, and liaise with competent Fire Risk Assessors.
Building Safety Officer	Maintain relevant building and secure information boxes, support stakeholder liaison, inspect high-risk blocks, and maintain monitoring data.
Senior Facilities or contract leads	Maintain contracts, ensure FRA's are completed within anniversary dates, allocate actions, monitor works and ensure competence.
M&E Manager	Ensure annual health and safety inspections include assessment of front entrance fire doors.
Managers and team leaders	Ensure teams understand and apply this policy and associated management arrangements.
All colleagues	Consider fire safety in their work and report hazards, incidents and concerns promptly.

10. Competence and Training

10.1 Line managers will ensure mandatory training, and required qualifications remain current for colleagues delivering this policy.

10.2 Board recruitment and development will support the governance skills needed for strategic oversight of this policy

10.3 People managing fire risk assessments, recommendations, or fire safety systems must have knowledge, skills, qualifications, and experience proportionate to their responsibilities. Specifically:

- The Executive Director of Homes and Property and the senior team will hold the Chartered Institute of Housing Level 5 Diploma in Housing or equivalent.
- The Building Safety Manager will hold Level 6 Fire Safety Qualification and Level 6 Building Safety qualification.

10.4 Managers engaging contractors must check relevant qualifications and accreditations during procurement and at least annually thereafter, retain evidence and provide it to the Building Safety Team.

10.5 Training may include formal learning, team meetings, one-to-one meetings, on-the-job training, and toolbox talks.

11. Monitoring and Reporting

11.1 We will monitor delivery through agreed indicators and assurance information. This includes but is not limited to:

Area	**Minimum information**
Fire risk assessments	Assessments due, completed, overdue and reviewed following trigger events.
Actions	Open, overdue and extended actions, risk priority, interim controls and evidence of closure.
Systems and equipment	Required inspections, tests, servicing, defects, and remedial work.
Fire doors and compartmentation	Inspection, identify any defects, undertake repairs and obtain assurance over relevant works.

Incidents and escalation	Fires, near misses, RIDDOR decisions, investigations, lessons and regulatory contact.
Resident experience	Fire safety information, engagement, complaints, accessibility and relevant satisfaction measures.
Competence and contractors	Training completion, qualifications, accreditations, audit findings, and performance concerns.

11.2 Fire Safety Performance will be internally reported to:

Monitoring Body	**Frequency**
Board	Every meeting – bi monthly
Executive Board	Every Meeting – bi-monthly
CX Committee	Every meeting – bi monthly

11.3 The policy will be reviewed at least every three years, or sooner following a material change in law, regulation, risk, organisational responsibility, serious incident or assurance finding.

12. Glossary

Term	**Definition**
Accountable Person	The person or organisation with duties for a higher-risk building under the building safety regime.
Competent person	A person with sufficient knowledge, skills, qualifications, and experience for the assigned fire safety task.
Fire risk assessment (FRA)	A suitable and sufficient assessment of fire hazards, people at risk and the precautions needed.
Higher-risk building (HRB)	A building within the applicable higher-risk building legal definition.
Interim measures	Temporary controls put in place to reduce risk until permanent action is completed.
Responsible Person	The person or organisation holding duties under the Regulatory Reform (Fire Safety) Order 2005.

RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
Secure information box (SIB)	A secure box containing building and fire safety information for use by the Fire and Rescue Service where required.