



manningham
HOUSING ASSOCIATION

FIRE SAFETY POLICY

July 2025

FIRE SAFETY POLICY

1. INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Manningham Housing Association as the landlord, managing agent or '*responsible person*'.
- 1.3 This fire safety management policy applies to all premises, owned and managed which are to any extent under the control of the Manningham Housing Association as the Landlord or managing agent.
- 1.4 Manningham Housing Association will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
 - Provide and maintain active and passive fire safety measures according to the purpose or use of the building, the number of occupants, and the activities or processes undertaken therein.
 - Provide comprehensible and relevant information to residents, staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
 - Provide a programme of fire safety training.
 - Carry out and keep under review a fire risk assessment to analyse buildings and process fire risks, the existing preventive and protective measures and to identify areas for improvement.
 - Have in place a programme of works to improve or maintain the existing fire safety specifications, following any recommendations from the fire risk assessment.
 - Where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2. PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of active and passive fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

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- Materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of tenants, staff, service users, people with disabilities, contractors, the public, etc.
- Appropriate safe and secure location of building services e.g. gas and electricity.
- Provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995.
- Provision of prominently located fire action notices (e.g. by fire alarm manual break glass points where fitted) to inform people of the action to be taken in the event of fire; and
- Education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment.

The Fire Safety Act 2021 requires MHA to carry out inspections to all fire doors. Given the nature of MHA's stock and frequency the blocks are accessed by staff, the advice from MHA's Fire safety specialists is that an annual inspection should be carried out to ensure fire doors are compliant and in good condition. This will be added to MHA's existing set of active fire precautions, and will form part of the wider fire safety management system which now features:

- the installation, maintenance, inspection and testing of fire alarms.
- the appropriate design, location, operation, monthly inspection and annual testing of adequate emergency lighting to illuminate fire escape routes.
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers where installed.
- An annual Fire Risk Assessment by a fire safety specialist consultant.
- An annual fire door inspection carried out by a fire door specialist/consultant.
- Provide and maintain carbon monoxide alarms in any rooms used wholly or partly as living accommodation where a fixed combustion appliance is present (excluding gas cookers), as per the requirements of the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022. This is mandatory for each property as of 1st October 2022.

A summary of our active fire precautions is shown in the table below:

What	Frequency	By whom
Full Fire Risk Assessment	Every year	External Fire Specialist
Fire Alarm System service and test	Quarterly	Service Specialists
Fire Extinguisher service and check fitted	Annual	Service Specialist
Emergency lighting full duration test	Annual	Electricians
Emergency lighting short functional test	Monthly (11 + 1 above)	Electricians
Monthly fire risk scheme inspections	Monthly	H&S Compliance officer
Fire risk scheme inspection audits	Quarterly	Property Asset Manager
Fire point tests where required	Weekly	H&S Compliance officer/Estates Team
Fire door inspections	Annual	External Fire Specialist

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3. PLANNING

- 3.1 Fire Risk Assessments are a requirement of the Regulatory Reform (Fire Safety) Order 2005 and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the Fire Risk Assessment must be incorporated into a Fire Risk Assessment action plan.
- 3.2 Fire Risk Assessments including Fire door inspections will be carried and reviewed annually or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

Urgent	=	Immediate action to complete
High Risk	=	Work to be completed within 1 month
Medium Risk	=	Work to be completed within 3 months
Low Risk	=	Work to be completed within 6 months

These timescales may need adjusting where planned works are scheduled within the same financial year.

- 3.4 Fire Risk Assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities. The significant findings of the Fire Risk Assessments will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for residents who have known disabilities that will impact on their ability to evacuate a particular premises.
- 3.6 Contracts have been commissioned for the maintenance of fire safety systems. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include:

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- Fire detection and warning system.
- Emergency lighting.
- Firefighting facilities.
- Portable electrical appliances testing (PAT).

4. ORGANISATION AND CONTROL

4.1 The Director of Operations will:

- Ensure that this Fire Safety Management policy is properly implemented and reviewed.
- Ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements and ensure that they are competent and appropriately trained to undertake their duties.
- Ensure that arrangements are in place for the completion of Fire Risk Assessments, including, where appropriate, technical surveys in respect of fire protection.
- Ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.2 Property Asset Manager (aided by the Health & Safety Compliance officer)

- Ensure that Fire Risk Assessments are reviewed regularly (every year) or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.
- Ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented.
- Ensure, in conjunction with the outcome of the Fire Risk Assessments that the optimum number and type of fire extinguishers are installed in appropriate locations (where required).
- Ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.
- Ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the Fire Risk Assessment.
- Ensure that a copy of the current Fire Risk Assessments are readily accessible, and their provisions are complied with.
- Ensure that effective arrangements are in place for contacting the emergency services.
- Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc. (by way of appropriate warning signage).

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- Ensure that monthly premises fire safety inspections are carried out by the Health & Safety Compliance officer and recorded actions are completed.
- Ensure information on fire safety arrangements is available to residents and visitors.
- Keep the fire safety log book or equivalent up to date.
- Ensure that fire action notices (displayed as a minimum at fire alarm call points, where fitted) and fire signage is appropriate and kept up to date.
- Ensure that the annual testing of portable electrical equipment and any periodic testing has been carried out in accordance with our electrical safety policy for fixed electrical installations has been carried out.
- Implementing any changes following legislation being amended or updated.

5. MONITORING

5.1 The following will be used to monitor the effectiveness of the Fire Safety Management Policy:

- Number of fires / numbers of fire related incidents/number of actions from the Fire Management Plan that are overdue, these will be recorded quarterly and reported to the Executive Team and the Board of Management.
- Monthly monitoring of the actions within the fire safety action plan.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Annual audit of the Fire Safety Management Plan by the Director of Operations.

6. REVIEW

- Annual audit of all fire systems by the Director of Operations to ascertain compliance with not only statutory provisions, but with this Fire Safety Management Policy.
- Annual Asset Management Compliance report for the Board of Management.
- Annual reporting of TSM's to the Regulator of Social Housing. The relevant TSM for fire safety is BS02- Fire Safety Checks: Proportion of homes for which all required Fire Risk Assessments have been carried out.
- Full review of this policy every 3 years.
- Following the Grenfell fire in 2017, The Fire Safety Bill 2020 has been introduced to reduce the risk of fire through unsafe cladding and entrance doors. MHA has been proactive and already produced a report of every block, with details of entrance doors and cladding. These will be reviewed annually.



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Policy Name	Fire Safety Policy
Date of Customer Panel Consultation	1 July 2025
Equality Impact Assessment Completed	Yes
Date Approved by the Board	July 2025
Next Committee Review date	July 2028
Lead Officer	Director of Operations