

Doc Number: 2-08a	Lead: Health and Safety Manager	Last Full Review: June 2026
Tick one of the below for review/changes made : Full review and changes made ☒ (add changes summary to table below) Full review, no changes made ☐ Changes made but no full review ☐ (add changes summary to table below)		Reviewer / Editor: Health and Safety Manager Changes Approved By: Health and Safety Manager Reviewed and edited in-line with the Beacon? ☒ Yes ☐ No

Fire Safety Management Policy

Document Change Details

Date	Summary of Changes Made
Jan 2024	All P&Ps revert to version 01 as approval process & version control moved to Sharepoint. Version number no longer shown on the document
18/03/2024	1.0 updated procedure name – added overview of fire folder 2.0 more comprehensive explanation of the purpose. Updated FEPP to LEEP. 3.0 Updated responsibilities. Tidied fire warden information 4.0 Added the new requirement to identify/coordinate/cooperate with other responsible persons (as per section 156 of the Building Safety Act 2022) Added new requirement to provide residents with info about fire safety. Added new requirement to ensure a fire safety handover to new responsible persons taking over.
29/06/2026	Policy updated to reflect current practice, including revised responsibilities, and improved alignment with Assure.

1.0 INTRODUCTION

Southdown will ensure, so far as is reasonably practicable, that all staff, clients, tenants, visitors, and contractors are protected from the risks of fire whilst on its premises.

This policy outlines how Southdown complies with the Regulatory Reform (Fire Safety) Order 2005 (RRO), ensuring that, where possible, fires are prevented and associated risks are effectively managed and controlled.

This policy, together with the Fire Safety Management Procedure (2.08b), sets out the principles for preventing and reducing fire risks, and the arrangements in place for managing fire safety across Southdown services.

Fire safety checks, testing, and associated records are maintained in line with organisational requirements, including the use of Assure as the primary system for recording and monitoring compliance.

2.0 PURPOSE AND SCOPE

The purpose of this policy is to safeguard people from death or injury, protect Southdown's buildings and infrastructure, support business continuity, and minimise environmental impact through the effective management of fire safety.

Southdown aims to:

- Minimise the risk of fire starting and limit the spread of fire
- Ensure people are alerted to an emergency at the earliest opportunity
- Implement effective emergency arrangements to safely evacuate people in the event of a fire
- Reduce the potential for fire to disrupt services, damage property and equipment, or impact the environment

We will implement appropriate fire safety measures through a risk-based approach to provide a safe working and living environment.

Southdown will monitor and maintain fire safety standards to ensure compliance is achieved and sustained across all services.

The Fire Safety Management Procedure (2.08b) supports this policy and provides detailed guidance on fire prevention, control measures, and safe evacuation arrangements, including the use of Local Emergency Evacuation Plans (LEEPs) and Personal Emergency Evacuation Plans (PEEPs), where required.

3.0 RESPONSIBILITIES

Property Services

The Property Services Department, supported by the Property Compliance Officer, is responsible for:

- Appointing competent external contractors to undertake Fire Risk Assessments (FRAs)
- Ensuring FRAs are completed at the required frequency
- Monitoring and managing actions arising from FRAs via Assure
- Ensuring the responsible person receives the FRA and the FRA summary
- Ensuring fire safety systems are maintained in accordance with statutory requirements
- Responding to fire safety enquiries and providing specialist advice with input from appointed external contractor where required

The Health and Safety Team

The Health and Safety Team is responsible for:

- Providing advice and guidance on fire safety matters
- Supporting services with the development and review of:
 - Local Emergency Evacuation Plans (LEEPs)
 - Personal Emergency Evacuation Plans (PEEPs)
- Undertaking health and safety audits across all services, including fire safety compliance
- Reviewing fire safety performance and supporting continuous improvement
- Responding to fire safety enquiries and providing specialist advice with input from appointed external contractor where required

Manager, Operations, Service Managers, Neighbourhood Leads, Housing Officers

Are responsible for ensuring that effective fire safety arrangements and risk management processes are in place within their areas of responsibility.

- Staff receive appropriate induction, training, and refresher training in fire safety
- Fire evacuation drills are planned, carried out, and recorded in line with organisational requirements

- Local Emergency Evacuation Plans (LEEPs) are developed, implemented, and reviewed at least annually or following significant change
- Person-Centred Fire Risk Assessments (PCFRAs) are completed for clients and tenants, identifying and managing individual risks
- Personal Emergency Evacuation Plans (PEEPs) are in place for all clients. They must also be in place for staff where required.
- Fire safety measures, both preventative and protective, are implemented and maintained
- Fire system faults and risks are reported promptly to Property Services or the relevant landlord
- Actions arising from risk assessments, audits, and inspections are completed within required timescales

All Employees

All employees must:

- Work safely and report any fire hazards, defects, or concerns to their manager, Property Services or the Health and Safety team.
- Complete all required fire safety training and attend fire drills
- Follow local fire procedures, including the LEEP and any relevant PEEPs and PCFRA's
- Take reasonable care for their own safety and that of others in the event of a fire
- Not wedge or hold fire doors open unless fitted with an approved automatic release mechanism
- Maintain fire safety measures and good housekeeping standards

Delegated Fire Wardens (Office bases and Neighbourhood Wellbeing Hubs)

Managers must ensure a sufficient number of trained Fire Wardens are appointed where required.

Fire Wardens are responsible for supporting fire evacuation arrangements in line with the Local Emergency Evacuation Plan (LEEP).

Fire Warden training should be completed at appropriate intervals.

4.0 GENERAL ARRANGEMENTS FOR MANAGING FIRE SAFETY

Southdown will:

- Identify other Responsible Persons within shared premises, and cooperate and coordinate with them to manage fire safety risks, ensuring that arrangements are documented where appropriate

Ensure fire safety systems and equipment are provided, maintained, and monitored, including:

- Fire detection and alarm systems
 - Emergency lighting systems
 - Fire-fighting equipment (where appropriate)
 - Fire safety signage and notices
 - Means of escape, taking into account the needs of clients, tenants, and other users
- Ensure that staff, clients, tenants, contractors, visitors, and third-party users are informed of and comply with relevant fire safety procedures
 - Liaise with external stakeholders, including emergency services, landlords, and insurers, to support effective fire risk management and best practice

Provide occupants with appropriate fire safety information, including:

- Risks identified within the Fire Risk Assessment (FRA)
- Measures in place to reduce and control those risks via the FRA summary
- Arrangements for emergency evacuation
- Contact details of the Responsible Person or relevant service

Ensure that relevant fire safety information is transferred where responsibilities change or where a Responsible Person leaves their role.

The relevant Manager must ensure that visitors are appropriately inducted and supervised to enable them to comply with fire safety arrangements and minimise risk to themselves and others.

Southdown will cooperate with other employers and organisations where premises are shared and will coordinate arrangements to control fire risks. Where Southdown staff work alongside others, the higher standard of fire safety arrangements will be applied.

5.0 RECORDS AND CHECKS

Fire protection systems and equipment must be inspected and maintained in line with statutory requirements, with any defects or required actions recorded and tracked through to completion.

Regular user checks must be carried out in accordance with the Fire Safety Management Procedure (2.08b).

Records of fire safety checks, tests, faults, and actions must be maintained in line with organisational requirements, with Assure used as the primary system for recording and monitoring compliance.

Where digital recording is not yet fully implemented, records may be maintained within the fire log book; however, services must transition to Assure in line with organisational requirements.

6.0 INFORMATION, INSTRUCTION AND TRAINING

Southdown will ensure that all staff receive appropriate information, instruction, and training in line with current fire safety legislation and recognised standards.

Fire safety training will be provided:

- At induction, to ensure staff understand fire risks, procedures, and their responsibilities
- At appropriate intervals thereafter as part of refresher training
- As required to reflect changes in risk, legislation, or service delivery

Training programmes are delivered through the Learning and Development function and may include a combination of e-learning, practical instruction, and participation in fire evacuation drills.

7.0 MONITORING AND REVIEW

Southdown will implement appropriate monitoring arrangements to ensure that fire safety measures are effective and that risks are identified and managed.

Monitoring activities will include routine checks, audits, and reviews to support continuous improvement and ensure compliance with this policy and associated procedures.

This policy will be reviewed every two years, or sooner where required, for example in response to:

- Changes in legislation or national guidance
- Changes in organisational structure or service delivery
- Findings from audits, incidents, or inspections

All updates will be made in line with Southdown's policy review and approval processes.

References

Health & Safety at Work Act 1974

Regulatory Reform (Fire Safety) Order 2005

Management of Health & Safety at Work Regulations 1999

Control of Substances hazardous to Health Regulations 2002 (COSHH)

Construction (Design and Management) Regulations 2015

Housing Act 2004
Building Safety Act 2022