



Fire Safety Policy

1. Introduction

- 1.1 Salvation Army Homes recognises that fire is a major risk to the lives of residents, colleagues, support providers, and members of the public who visit our properties.
- 1.2 The loss of properties and infrastructure due to fire also poses a risk to the organisation.
- 1.3 Our fire safety policy outlines our overall approach to managing fire safety within the properties we own or manage through a lease arrangement, where we have compliance obligations as defined by relevant legislation.
- 1.4 This policy should be read in conjunction with the Salvation Army Homes Fire Safety Management Plan and Procedures.

2. Policy Statement

- 2.1 Salvation Army Homes will take all measures reasonably practicable to prevent or minimise the risk of fire through the undertaking of a fire risk assessment. It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out.
- 2.2 Salvation Army Homes will therefore put in place systems to deal with the consequences of any outbreak of fire. These systems will be regularly monitored to ensure they are adequate, e.g. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and firefighting equipment.
- 2.3 Salvation Army Homes will ensure that all employees and residents are given suitable instruction on basic fire evacuation measures.
- 2.4 Any employees involved in activities that involve increased fire risk should have a suitable risk assessment to be undertaken by appropriate external consultants.
- 2.5 Managers' Guidelines
 - 2.5.1 As the manager in charge of an establishment/workplace they will act as the "responsible person" on behalf of Salvation Army Homes for that establishment/workplace.

2.6 Employee Guidelines

- 2.6.1 Employees are responsible for taking reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions.

3. Scope and Definitions

3.1 Principles of Control (General)

- 3.1.1 The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) defines the principles of control, in order of preference, as being:

- Avoiding risks
- Evaluating the risks which cannot be avoided
- Combating the risks at source
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing a coherent overall prevention policy which covers technology
- Organisation of work
- The influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

3.2 Place of Reasonable Safety

- 3.2.1 A place within a building or structure where, for a limited period, people will have some protection from the effects of fire and smoke.
- 3.2.2 This place, usually a corridor or stairway, will normally have a minimum of 30 minutes of fire resistance and allow people to continue their escape to a place of total safety.

3.3 Place of Total Safety

- 3.3.1 In relation to premises, means a safe area beyond the premises.

4. Responsibilities

- 4.1 This encompasses all those who are involved in the execution, supervision, management, and monitoring of procedures relating to fire safety.

4.2 Board

- 4.2.1 The Board has overall responsibility for Health & Safety, including Fire Safety

- 4.2.2 The Salvation Army Homes board has delegated authority to the CEO for implementing arrangements to achieve compliance with our health and safety policies including the fire safety policy.
- 4.2.3 Operational monitoring of Fire Safety is subsequently delegated to the Operations Committee who receive quarterly reports from the Head of Asset Management.
- 4.3 The Chief Executive Officer (CEO) is delegated by the Board to be the 'Responsible Person(s)' (RP)
- 4.3.1 The CEO is responsible for ensuring that fire safety management is adequately resourced and implemented.
- 4.3.2 This is achieved by the nomination of competent colleagues to assist in ensuring compliance on a day-to-day basis. The CEO therefore shall subsequently delegate the responsibility for managing fire safety to the Head of Asset Management (HoAM) who will ensure:
- Fire safety risks are assessed, and appropriate control measures are identified and implemented.
 - Appropriate resources are made available to enable the RP or their delegated persons to fulfil their legal duties under the RRFSO.
 - Necessary operational arrangements for the management and control of work and policy and procedures involving fire safety are prepared and revised.
 - That adequate resources are made available to enable operational requirements to be met. The HoAM may delegate day to day responsibility for undertaking these duties through line management and identified roles to the Junior Compliance Manager
- 4.4 The RP shall ensure, as far as reasonably practical that:
- Clear lines of responsibility are established for the plan's management and implementation.
 - Detailed risk fire assessments of the infrastructure fire safety position are to be carried out in line with current regulations to include schematic plans of the fire safety system/ procedures.
 - The significant findings of fire risk assessments relating to all of the block's fabric and structure are properly addressed and control measures are implemented in accordance with the "principles of control".
 - Competent contractors/persons are engaged to undertake work on any plant, equipment and features of premises provided for the purposes of fire safety.
 - A maintenance regime is maintained to monitor/implement control measures, adequate records are maintained to ensure the plant, equipment or feature of the premises remains in good working order and is subject to a suitable system of maintenance by a competent person.

- Operational arrangements for the management and control of work involving fire safety appliances and/or installations are prepared and revised as necessary.
- Appropriate training, information and instruction is provided for colleagues in their control.

4.5 Specific responsibilities in relation to fire safety are summarised below.

4.6 Where some tasks are delegated to other colleagues these will be specified in job profiles or other documents as appropriate.

4.7 Executive Director of Operations

4.7.1 The Executive Director of Operations has overall responsibility for the Health and Safety Compliance team.

4.7.2 Their role is to ensure the team is resourced adequately and has the necessary training to fulfil their obligations.

4.7.3 They are responsible for ensuring the information provided is accurate and timely and to escalate any significant safety concerns to the CEO and Board.

4.8 Head of Asset Management

4.8.1 Operational responsibility for ensuring the fire risk assessment programme is delivered and all actions arising from fire risk assessments are completed, recorded and managed accordingly.

4.8.2 Ensuring through effective monitoring of colleagues, contractors and consultants' full compliance with legal and regulatory requirements in respect of fire safety in any of the organisation's operations is achieved.

4.9 Head of Housing & Customer Service / Head of Supported Housing

4.9.1 Overall accountability for managing relationships with residents, including via third party managing agents, in respect of fire safety engagement.

4.9.2 This includes the provision of information and assistance during emergency situations.

4.9.3 They will have responsibility for ensuring that tenancy management issues leading to a potentially unsafe situation, caused by hoarding and unauthorised storage of items in communal spaces, is dealt with under the appropriate housing management policy.

4.10 Head of Development

- 4.10.1 Overall accountability for ensuring that new properties the organisation is developing or acquiring from a third party meet legal, regulatory and contractual requirements for fire safety.
- 4.10.2 Ensure new homes are delivered to colleagues for onward management with an appropriate handover and with any testing and inspection arrangements in place.
- 4.10.3 Ensure Regulation 38 of the Building Regulations 2010 applies to new buildings or existing buildings where 'material alterations' are proposed.
- 4.10.4 Review and include all appropriate measures identified in Section 5.8 of this policy where new properties are acquired or developed.

4.11 Head of People Services

- 4.11.1 Supports the responsible person and others with delegated responsibilities to ensure that all relevant colleagues receive training in relation to fire safety, in order to fulfil their duties.
- 4.11.2 This includes awareness training for colleagues and specialist fire safety related training for colleagues with additional responsibilities.
- 4.11.3 The People Services team is accountable for ensuring that training records are maintained and ensuring that fire safety training needs are assessed and regularly reviewed.

4.12 Other Colleagues

- 4.12.1 All colleagues have a duty to observe and comply with our fire safety policy and management plan.
- 4.12.2 All colleagues with an identified training need are responsible for undertaking fire safety awareness training, depending on their role.
- 4.12.3 All colleagues should make themselves aware of the fire evacuation procedures and assembly points in their workplace and/or buildings they have operational management control for.
- 4.12.4 They must participate in any drills as they occur in their work environment.
- 4.12.5 In relation to fire safety, it is important for employees to co-operate with their manager in all general fire precautions provided for their safety and the safety of others in accordance with current legislation.
- 4.12.6 Employees should ensure they are familiar with the following:
 - Fire hazards applicable to their workplace
 - Action to be taken on hearing the fire alarm

- Raising the alarm, the location and operation of alarm points
- Correct method of calling the Fire and Rescue Service
- Location and use of firefighting equipment
- Knowledge of escape routes
- Appreciation of the importance of fire doors and of the need to close all doors at the time of fire

5. Legislation, Regulations and Best Practice

5.1 The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) places the following duties on responsible persons, to the extent which they have control over premises and activities.

- To ensure compliance with relevant legislation.
- To ensure suitable and sufficient fire risk assessments are carried out.
- To implement protective and preventative measures as required to ensure the safety of all persons at risk of fire within a building under our control.
- To appoint only competent persons to support in implementing the measures as required.

5.2 The 'responsible person' referred to in the RRFSO is responsible for the safety of colleagues and any person lawfully on the premises or in the immediate vicinity of the premises and at risk from a fire on the premises. In a workplace the employer is the 'responsible person' if the workplace is under the employer's control.

5.3 Applicable Legislation, Regulations and Codes

5.3.1 The significant regulations or codes of practice and guidance relating to fire safety include:

- Regulatory Reform (Fire Safety) Order 2005 (RRFSO),
- Fire Safety Act 2021 (England and Wales)
- Fire Safety (England) Regulations 2022
- Health & Safety Executive under the Health & Safety at Work Act 1974
- Housing Act 2004
- The Management of Health and Safety at Work Regulations 1999
- Management of Houses in Multiple Occupation (England) Regulations 2006
- Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
- Gas Safety (Installation and Use) Regulations 1998
- The Furniture and Furnishings (Fire Safety) Regulations 1988 5

- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Building Regulations 2010: Approved Document B Fire Safety
- Building Safety Act 2022
- Electrical Equipment (Safety) Regulations 2016
- Construction, Design and Management Regulations 2015
- Data Protection Act 2018
- RSH Consumer Standards
- The Supported Accommodation Regulations 2023
- The Supported Housing (Regulatory Oversight) Act 2023
- Landlord Tenant Act 1985
- Safety and Quality Standard 2024

5.4 Codes of Practice

5.4.1 The principal codes of practice applicable to this policy are:

- LACORS - Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing.
- Fire Safety in Purpose Built Blocks of Flats (LGA)
- Housing Health and Safety Rating System operating guidance: Housing Act 2004
- Fire Safety Risk Assessment: Sleeping Accommodation (HM Government)
- National Fire Chief Council's Guidance (NFCC) - Fire Safety in Specialist Housing

5.5 Related Policies, Procedures and Documents

- Health and Safety Policy
- Equality, Diversity and Inclusion Strategy
- Aids and Adaptations Policy
- Data Retention Procedure
- Fire Safety Management Plan

5.6 Fire Safety Act 2021

5.6.1 The Fire Safety Act 2021 (the Act) received Royal Assent on 29 April 2021 and commenced on 16 May 2022. The Act amends the Regulatory Reform (Fire Safety) Order 2005 RRFSO and states that

5.6.2 For all blocks where there are two or more dwellings sharing a common part:

1. Provide information to residents in relation to:
 - a) How to report a fire.
 - b) The fire evacuation strategy in place for the premises.

- c) Any other relevant fire safety information that residents need to be made aware of.
- 2. Provide information to residents regarding the importance of fire doors.
- 3. Apply the Fire Risk Assessment Prioritisation Tool (FRAPT).
 - a) The FRAPT is an online tool designed to assist RPs to develop a strategy to prioritise their buildings to review their fire risk assessments, to ensure they take into account the clarifications outlined in the Act in relation to the construction and combustibility of the external walls of their premises.

5.6.3 In addition to the above in 1-3, for buildings between 11m and 18m

- 4. Complete quarterly checks of all fire doors in common parts and attempt, to their best endeavours, to complete annual checks of all flat entrance doors that open into common parts.
- 5. Wayfinding signs to identify floor levels and individual flat numbers

5.6.4 In addition to the above in 1-5, buildings above 18m

- 6. Provide a Secure Information Box for attending fire crews that includes:
 - a) UK contact details of the 'Responsible Person(s).'
 - b) Details of any other person with responsibilities for fire safety in the building under the direction of the 'Responsible Person(s).'
 - c) Floor plans which identify key fire safety features such as fire lifts and dry risers, for example.

All information should be regularly reviewed, updated as and when necessary and be immediately available to fire crews.

- 7. Information on the construction of external walls that should be available electronically and shared with the local Fire Service to include:
 - a) Information about the design and materials of the building's external walls and of any material changes made to them. Supporting guidance will specify the type of information required by the Fire Service to support their operational response and how this should be shared.

- b) Additional information in relation to the level of risk of spread of fire that the external wall structure (its design and materials) may present and the steps the responsible person has taken to mitigate these risks.
- 8 Floor Plans and building plan that can be shared electronically with the local Fire Service.
- 9 Details of the lifts and firefighting equipment installed and records of the monthly checks that are being completed on these.

5.7 Building Safety Act

- 5.7.1 Changes to the Fire Safety Order, implemented by the Building Safety Act Section 156, from the 1st of October 2023 built on the existing duty to co-operate and co-ordinate with all the other responsible persons within the premises. Specifically, Salvation Army Homes will be required to:
 - take all reasonably practicable steps, to ascertain whether any other responsible person shares, or has duties in respect of, the premises,
 - inform all other responsible persons of their name, provide a UK address, and clearly identify the areas of the building they are responsible for,
 - share information with all other responsible persons and keep a record of that information including cause and effect of how the fire alarm will operate.

5.8 Regulation 38 information

- 5.8.1 Regulation 38 of the Building Regulations 2010 applies to new buildings or existing buildings where 'material alterations' are proposed.
- 5.8.2 In these cases, there is a requirement that fire safety information be provided to the responsible person upon completion of a project or when the building or extension is first occupied.
- 5.8.3 The person carrying out the work must give fire safety information to the responsible person no later than the date of completion of the work, or the date of occupation of the building or extension, whichever is the earlier.
- 5.8.4 The aim of this regulation is to ensure that the person responsible for the building has sufficient information relating to fire safety to enable them to manage the building effectively.
- 5.8.5 Essential Information to be provided to the Responsible Person:

An 'as built' plan of the building should be produced showing all the following (where applicable):

- Escape routes – This should include exit capacity (i.e. the maximum allowable number of people for each storey and for the building)
- Location of fire-separating elements (including cavity barriers in walk-in spaces)
- Fire door sets, fire door sets fitted with a self-closing device and other doors equipped with relevant hardware
- Locations of fire and/or smoke detector heads, alarm call points, detection/alarm control boxes, alarm sounders, fire safety signage, emergency lighting, fire extinguishers, dry or wet fire mains and other firefighting equipment, and hydrants outside the building
- Any sprinkler systems, including isolating valves and control equipment
- Any smoke control systems, or ventilation systems with a smoke control function, including mode of operation and control systems
- Any high-risk areas (e.g. Heating machinery, places of special fire hazard)

In addition, details should also be provided for all of the following:

- Specifications of any fire safety equipment provided, including routine maintenance schedules
- Any assumptions regarding the management of the building in the design of the fire safety arrangements
- Any provision enabling the evacuation of disabled people, which can be used when designing suitable personal emergency evacuation plans, including the location and mode of operation of evacuation lifts

5.8.6 For complex buildings additional fire safety information would normally be necessary.

5.8.7 Please refer to Approved Document Part B Vol 2 Paragraphs 19.5 and 19.6 for more information. (Regulation 3B of the Building Regulations 2010- section 1:Fire Safety Information)

6. Assurance and Overview

6.1 Governance

- 6.1.1 Audit and Risk Committee are responsible for providing assurance from third parties such as internal audits and other specialist deep dive audits to the Board.
- 6.1.2 The internal Health and Safety Committee are responsible for monitoring fire and safety
- 6.1.3 The H&S committee report through the CEO, Chair of H&S committee, to the Executive Management team (EMT).

- 6.1.4 This policy will be reviewed every three years or where there has been a change in legislation prior to the scheduled review.

6.2 Dealing with defects/issues

- 6.2.1 Action should be taken to resolve defects or issues identified in a fire risk assessment or during any routine or periodic safety audits, within the following time frames.
- Immediate and significant risks identified by the FRA Assessor/auditor to be advised immediately to Salvation Army Homes and referred to the RP or their delegated team.
 - High Risk Action - Resolve as soon as is practicable but no later than 28 days (1 month) of receipt of action
 - Medium Risk Action - Resolve as soon as is practicable but no later than 84 days (3 months) of receipt of action
 - Low Risk Action - Resolve as soon as is practicable but no later than 365 days (12 months) of receipt of action
 - Regardless of priority initiate an action within 7 calendar days of receipt

6.3 Overview

- 6.3.1 This policy relates to the aspects including but not intended to be an exhaustive list of the key safety measures in Salvation Army Homes' buildings: -
- Infrastructure condition surveys of all existing passive and active fire safety systems in the relevant building
 - Fire Safety systems and installation compliance
 - Clearly defining roles, responsibilities, and accountabilities with regards to fire safety
 - Developing and implementing appropriate fire safety procedures and arrangements to safeguard all occupants against the risks and consequences of fire and to enable them to reach, so far as is reasonably practicable, a place of reasonable or total safety in the event of an emergency.
 - Appointing one or more competent persons to provide competent fire safety advice.
 - Ensuring that risks associated with fire are assessed and control measures are identified and implemented, in accordance with the relevant "principles of control", to reduce these risks to a tolerable level.
 - Ensuring that all aspects of our premises or plant or equipment provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk assessments.

- Ensuring all residential blocks and facilities within are designed and constructed in accordance with relevant fire safety standards.
- Providing employees and anyone else affected with appropriate fire safety information, instruction, and training.
- Completing periodic in-house audits/quality checks by appropriately trained staff
- Cooperating and communicating with any other “Responsible Persons”, as necessary, to ensure compliance with the RRFSO.
- Consultation with key stakeholders during any further development or reviews of Salvation Army Homes’s Fire Safety Policy and Procedures.
- Performance reporting, which will ensure the EMT has a strategic overview of the KPI’s focused on the fire safety aspects of:
 - Fire Risk Assessments are being completed when due
 - Any urgent actions are resolved in the timescales as defined in this policy
 - All fire safety remedial work identified in the fire risk assessments are completed in the timescales as defined in this policy
 - A review of the framework for this reporting system is regularly reviewed and amended as necessary

7. Data Protection and Equality Impact

In developing this policy, we have carried out assessments to ensure that we have considered:

- Equality, Diversity and Inclusion
- Privacy and Data Protection

To request a copy of these full assessments, please contact the Business Assurance Team at business.assurance@salvationarmyhomes.org.uk.

8. Further information

If you have any questions regarding this policy, please contact your line manager or the Business Assurance Team at business.assurance@salvationarmyhomes.org.uk, who will direct your query to the relevant Policy owner.

Document History Log

Lead Reviewer	Date			Version	Approval	
	Created:	Revised:	Expiry		By	Date
Building Compliance Manager	February 2023		March 2026	3.0	March 23	EMT
Building Compliance Manager		Minor change to 3.6 IA rec	March 2026	3.1		
BAA		July 2024 Rebranding	March 2026	3.2	n/a	n/a
HoAM		November 2025		3.3	SMT EMT	9 Dec 2025 16 Dec 2025

Equality Impact Assessment Summary			
Protected characteristic	Impact (Positive, negative, neutral)	Protected characteristic	Impact (Positive, negative, neutral)
Age	Neutral	Disability	Neutral
Sex	Neutral	Race	Neutral
Religion of belief	Neutral	Sexual orientation	Neutral
Gender reassignment	Neutral	Pregnancy / maternity	Neutral
Marriage / civil partnership	Neutral		