

CROYDON CHURCHES HOUSING ASSOCIATION FIRE SAFETY POLICY

Version History	
Policy name	Fire Safety Policy
Version code	1.1
Lead Officer	Asset Manager
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Parent Policy	Health and Safety Policy
Policy Updated By	Asset Manager

1. Introduction

- 1.1 This policy outlines Croydon Churches Housing Association's (ccha) duties in relation to fire safety, as prescribed in the Building Regulations 2010, the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, Building Safety Act 2022, Fire Safety (England) Regulations 2022, the Local Government Group Guide – Fire Safety in Purpose Built blocks of flats 2011 and the National Fire Chief Council's – Fire safety in Specialised Housing 2017 and other relevant legislation and guidance.
- 1.2 Its purpose is to minimise the risk from fire to all relevant persons on, in or in the surrounding areas of ccha properties by effective fire safety management, through careful planning, carrying out relevant works, carrying out checks and acting on any changes required.
- 1.3 This policy should be read in conjunction with the Gas Safety Policy, Electrical Safety Policy and the Health and Safety policy. It is supported by the Fire Safety Procedures which catalogues all regulatory and company procedures and process that are relevant to this policy.

2. Legal requirements

2.1 This fire safety policy complies with, and promotes, the following legislation and guidance:

- **The Housing Act 2004** – introduced the Housing Health and Safety Rating System (HHSRS), which looks at 29 hazards, including fire.
- **The Regulatory Reform (Fire Safety) Order 2005 (FSO)** – defines ccha as a 'responsible person' who has to carry out, implement and maintain a fire safety risk assessment of all its non-domestic premises.
- **Fire Safety Act 2021** – clarifies that ccha must manage and reduce the risk of fire for the structure and external walls of the building, including cladding, balconies and windows, and entrance doors to individual flats that open into common parts.
- **Fire Safety (England) Regulations 2022** – defines high-rise premises and specifies fire safety requirements for them. Additionally describes requirements for fire door checks and provision of fire safety instructions to residents.

- **Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022** – makes clear the minimum requirements for the provision of smoke and carbon monoxide detection in private and social rented premises.
- **The Building Regulations (as amended)** – sets out the requirements to be met for new buildings and refurbishments, including fire safety measures.
- **Local Government Group – Fire Safety in Purpose Built blocks of flats 2011** – guide is intended to assist the responsible person to comply with the RRFSA 2005 and Housing Act 2004 and to meet the needs of housing providers and enforcing authorities for guidance tailored to purpose built blocks of flats.
- **National Fire Chief Council – Fire Safety in Specialised Housing 2017** – guide written to assist in managing fire safety within sheltered, supported and care home accommodation.
- **The LACoRS Fire Safety Guidance (2007)** - provides fire safety standards for existing residential accommodation—including single-family dwellings, shared houses, bedsits, and flats—and supports compliance with the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005.
- **The Furniture and Furnishings (Fire) (Safety) Regulations 1998** – states that all furniture and furnishings provided by ccha must meet levels of fire resistance set out within the Furniture and Furnishings (Fire) (Safety) Regulations (1998).

3. Policy

3.1 This policy covers:

- The common parts of all blocks (general needs) where ccha owns the freehold;
- The common parts of older persons / supported schemes;
- ccha Offices including 29 Sheldon Street, CR0 1SS and satellite offices;
- The communal parts of sites with support providers where there is no policy provided by the support provider;
- The rented parts of our properties in respect of meeting the requirements of the Building Regulations, Housing Health and Safety Rating System and Homes (Fitness for Human Habitation) Act 2018.

3.2 In accordance with requirements of The Regulatory Reform (Fire Safety) Order 2005 (FSO), this policy names Tracy Cullen (Chief Executive) as the responsible person for all premises owned and managed by ccha.

3.3 The duties of the responsible person are divested to the following roles:

- Director of Homes
- Asset Manager
- Operations Manager Intensive Housing Services
- Operations Manager Neighbourhood Services
- Business Support Manager
- Senior Business Support Officer
- External consultants and contractors

3.4 In order to deliver fire safety, ccha will:

- Take general fire precautions to ensure that relevant persons are safe from and in the event of a fire;
- Carry out fire risk assessments (FRA), put in place fire safety arrangements and maintain records;

- Deliver the programme of FRA with an annual cycle for high and medium risk premises and a three yearly cycle for low-risk general needs premises.
- Where appropriate, put in place fire detection, install smoke detectors and provide fire-fighting equipment;[RT1][WF2]
- Maintain the relevant premises fire safety equipment and emergency routes;
- Appoint competent persons to assist in discharging these duties;
- Provide fire safety training to all relevant employees;
- Provide fire safety information to occupiers and other relevant persons.

Each year, budgets shall be set in order to enable the maintenance of compliance with current fire regulations. The following list identifies activities containing an element of fire safety management that ccha will undertake :

- Fire alarm maintenance
- Fire appliance maintenance
- Fire improvement works
- Fire fighting lift maintenance (if applicable)
- Warden call maintenance (fire alarms)
- Emergency/communal light testing
- Consultants fees
- Professional subscriptions
- External training & training materials
- Domestic & commercial gas servicing
- Electrical testing and maintenance
- Neighbourhood maintenance (e.g. dealing with fly-tipping)

- 3.5 ccha owns the freehold to the premises listed in as an Appendix in the Fire Safety procedures . At these sites a support provider is either fully responsible or shares with ccha the responsibility for the safety of the residents and their staff. ccha has no staff presence at these sites, consequently each support provider follows the employer's fire safety policy and procedures and carries out aspects of the ccha fire safety procedures in accordance with their individual service level agreements (SLA).

In addition, unless stated otherwise in the SLA for each site, ccha remains responsible for any maintenance or repairs required to the property in respect of fire prevention. In addition, ccha under article 22 of the FSO will cooperate with these organisations specifically in respect of assisting them with the production of fire safety and evacuation procedures.

- 3.6 This policy and the associated procedures will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk, and the management of necessary fire safety arrangements for all appropriate buildings.

4. Review

- 4.1 This policy will be subject to review in line with the ccha policy review cycle, or whenever it is suspected to no longer be valid.

5. Equality and Diversity

- 5.1 We will treat all customers with fairness and respect. We recognise that we have an ethical and a legal duty to advance equality of opportunity and prevent discrimination on the grounds of age, sex and sexual orientation, disability, race, religion or belief,

gender reassignment, pregnancy and maternity, marriage and civil partnership. See our [Equality, Diversity and Inclusion Strategy](#).