



FIRE SAFETY POLICY

MONITORING INFORMATION:

POLICY/PROCEDURE/STRATEGY:

FIRE SAFETY POLICY

DATE APPROVED:

JANUARY 2026

EXPIRY DATE:

JANUARY 2027

OWNER:

HEALTH AND SAFETY MANAGER

APPROVAL ROUTE:

HEALTH & SAFETY COMMITTEE

Fire Safety Policy

1. Purpose

- 1.1. Teign Housing is committed to preventing fire risks and ensuring the safety of all people who use or live in our buildings. We will meet all our statutory and regulatory duties under the Regulatory Reform (Fire Safety) Order 2005 and other associated legislation and regulations.
- 1.2. This policy sets out how Teign Housing will manage Fire Safety throughout the organisation and should be read in conjunction with the supporting documents listed in Section 3 and the Glossary of Terms Appendix A,

2. Scope

- 2.1. The policy applies to:
 - All Teign Housing and Templer HomeBuild employees
 - All contractors undertaking work on or in the proximity of our buildings.
 - Residents, visitors, and any other individuals who may be at risk due to work activities or existing fire safety conditions within these properties. To fire safety arrangements in workplaces, communal areas of residential premises managed and/or owned by Teign Housing that are subject to the requirements of the Regulatory (Fire Safety) Order 2005 and other associated legislation and regulations.

3. Associated Policies and Procedures

- 3.1. This policy is supported by the following documentation:
 - Electrical Safety Procedure
 - Fire Safety Management Procedure
 - Gas Safety Policy and Procedure
 - Health and Safety Policy

- Hoarding Policy and Procedure
- Lease Holder Management Policy
- Shared Spaces Fire Safety Policy

3.2. To support clarity and consistency, a glossary of key fire safety terms used throughout this policy is provided in Appendix A. This includes definitions for technical terms such as FRA (Fire Risk Assessment), Golden Thread, Person-Centred Fire Risk Assessment, and others referenced in legislation and guidance.

4. Fire Risk Policy

4. Our Policy is that:

4.1. Fire Risk Identification and Assessment

4.1.1. Where the duty falls upon Teign Housing we will conduct or ensure that fire risk assessments (FRAs) are conducted in buildings where we are the employer or have ownership or control (e.g., offices and buildings with communal areas) and act upon the findings.

4.1.2. We will assess the external envelope of our buildings, where we find materials or work quality issues that require further investigation, we will employ suitably competent individuals to undertake further intrusive inspections where required.

4.1.3. We will make all reasonable endeavors to identify our relevant residents and offer them a person-centered fire risk assessment. in accordance with the Fire Safety (Residential Evacuation Plans) Regulations 2025

4.2. Fire Risk Control Measures

4.2.1. We will use the FRA (fire risk assessments) process to identify the general fire precautions we need to take and to establish if the existing precautions we are taking are suitable and sufficient.

4.2.2. Where required by the fire risk assessment, we will provide and maintain fire safety equipment and will appoint competent organisations to install and maintain it.

4.2.3. We will conduct inspections of the communal areas of our properties, and of our offices, the frequency of which will be based on risk assessment (size, type, use, FRA findings etc).

4.2.4. We will work with the residents to identify any reasonably proportionate measures to reduce the risk to them identified in their person-centered fire risk assessment.

4.3. Higher-Risk Buildings

4.3.1. Teign Housing currently manages one building classified as Higher-Risk under the Building Safety Act 2022. Fire safety arrangements for this building are subject to enhanced oversight, including technical audit, Golden Thread record keeping, and compliance with the Fire Safety (England) Regulations 2022.

4.4. Emergency Planning

4.4.1. Where we are responsible for managing fire safety, we will provide a suitable emergency fire action plan and communicate it to those who need to use it (for example customers, employees and contractors and any visitors to premises).

4.4.2. Where relevant residents are identified, Teign Housing will collaborate with them to produce a personalised emergency evacuation statement. These statements will outline agreed evacuation strategies and be reviewed periodically to reflect any significant changes in resident needs or building layout.

4.5. Communication

4.5.1. We will maintain open and transparent communication with residents, staff, and contractors. We will share relevant building safety information to support awareness, understanding, and safe practices, and to ensure compliance with statutory and regulatory requirements.

4.5.2. We will work collaboratively with Devon and Somerset Fire and Rescue Service to continually improve our fire safety arrangements. To support effective emergency response and ensure compliance with statutory requirements, we will share all relevant building safety information with the service.

4.5.3. We will have a clearly defined process for consultation and, where appropriate, we will consult and communicate with key stakeholders on fire safety matters, including as and when necessary, our customers, employees, contractors, the fire and rescue service, building inspectors and local authority inspectors and the Building Safety Regulator.

4.5.4. Complaints relating to fire safety will be managed through Teign Housing's standard complaints process.

4.6. Ongoing Competence and Capability

4.6.1. We will ensure that staff with fire safety responsibilities have the appropriate level of knowledge, skills, and training to carry out their roles effectively.

4.6.2. We will seek assurance that all those engaged by Templer HomeBuild involved in fire safety are competent to carry out their roles. Contractors must provide evidence of relevant qualifications.

4.6.3. When commissioning building/construction work we will seek assurance that the design of the building or any alterations and the way it is constructed reduces the risk of fire spread and fires starting, as far as reasonably practicable.

5. Record Keeping

5.1. All fire safety records will be retained in a secure and accessible format for a minimum of six years. In line with Article 9 of the Regulatory Reform (Fire Safety) Order 2005, as amended by the Building Safety Act 2022, Teign Housing will ensure that fire risk assessments are recorded in full. This

supports transparency, enables enforcement, and ensures residents are informed about fire safety risks and the measures in place to manage them.

5.2. For buildings classified as Higher-Risk under the Building Safety Act 2022, key information relating to design, construction, and compliance will be maintained as part of the Golden Thread. This information will be retained for the lifetime of the building, in accordance with statutory requirements.

6. Incident Report

6.1. We are committed to learning from fire-related incidents and near misses to improve fire safety across our properties and operations.

6.2. All fire-related incidents will be recorded in our incident reporting system. Incidents will be investigated to identify root causes and determine preventative actions.

7. Review

7.1. This policy will be reviewed annually by the Health and Safety Manager, or sooner in response to significant changes in legislation, risk profile, or organisational structure. Lessons learned from incidents, audits and external inspection will inform policy updates.

8. Governance and Assurance

10.1. Compliance with the policy in relation to Fire Risk Management will be reported to the Health and Safety Committee and the Board quarterly.

10.2. Key performance indicators such as FRA completion rates, Fire Action completion figures and incident trends will be tracked and reported to the H&S Committee quarterly.

10.3. We will ensure that our FRAs are suitable and sufficient and that our fire management system is fit for purpose by appointing an independent accredited fire safety specialist to undertake a technical audit of our fire safety management

system including a 10% audit of our FRAs completed on our 11m+ buildings annually

9. Equality and Diversity

11.1. We recognise the diverse needs of the people who use our buildings. Our fire safety approach ensure inclusive communication, individual risk consideration (e.g. PEEPs) and equitable access to training and support.

11.2. Teign Housing will apply this policy consistently and fairly and will not discriminate against anyone based on any relevant characteristics, including those set out in the Equalities Act 2010.

11.3. Teign Housing will carry out an equality assessment in line with our policy.

10. Relevant Legislation and Guidance

- Building Safety Act 2022
- Building Regulations 2010 (as amended)
- Construction (Design and Management) Regulations 2015
- Equality Act 2010
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Housing Act 2004
- Health and Safety at Work etc. Act 1974
- Local Authorities Co-ordinators of Regulatory Services (LACORS)
- Management of Health and Safety at Work Regulations 1999
- National Fire Chiefs Council Guidance on Fire Safety in Specialised Housing
- Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety (Residents Evacuation

Appendix A

This glossary provides definitions for key terms used throughout the Fire Safety Policy. It is intended to support clarity and understanding for all readers, including staff, contractors, and residents.

Term	Definition
FRA (Fire Risk Assessment)	A systematic evaluation of fire hazards and risks within a building, used to determine necessary precautions and controls. Required under the Regulatory Reform (Fire Safety) Order 2005.
Person-Centred Fire Risk Assessment	An individualised assessment offered to relevant residents to identify specific fire risks and evacuation needs, as required by the Fire Safety (Residential Evacuation Plans) Regulations 2025.
Emergency Fire Action Plan	A documented plan outlining actions to be taken in the event of a fire, including evacuation procedures and responsibilities.
Personalised Emergency Evacuation Statement	A tailored document created in collaboration with a resident, detailing their agreed evacuation strategy, reviewed annually or upon significant change.
Golden Thread	A digital record of building safety information (design, construction, compliance) maintained for the lifetime of higher-risk buildings under the Building Safety Act 2022.
Higher-Risk Building	A building classified under the Building Safety Act 2022 due to its height (typically 18m+) or other risk factors, requiring enhanced safety measures and oversight.
General Fire Precautions	Measures required to reduce fire risks, including fire detection, warning systems, escape routes, and firefighting equipment.
Competent Person	An individual with sufficient training, experience, and knowledge to carry out fire safety duties effectively.
Regulatory Reform (Fire Safety) Order 2005	The primary legislation governing fire safety in non-domestic premises in England and Wales.

Building Safety Regulator	A statutory body established under the Building Safety Act 2022 to oversee the safety of higher-risk buildings and enforce compliance.
PEEP (Personal Emergency Evacuation Plan)	A plan developed for individuals who may need assistance during an evacuation due to disability or other factors.
Incident Reporting System	A platform used to log and investigate fire-related incidents and near misses to identify root causes and preventative actions.
Technical Audit	An independent review conducted by a qualified fire safety specialist to assess the adequacy of fire safety management systems and FRA quality.
Devon and Somerset Fire and Rescue Service	The local fire authority Teign Housing collaborates with to improve fire safety and emergency response.