



# **FIRE SAFETY POLICY**

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# 1. Policy Statement

- 1.1 This Fire Safety Policy is to ensure Eastlight Community Homes (hereafter ‘Eastlight’) meets its legal, statutory and regulatory obligations as a landlord and employer.
- 1.2 The Policy applies to employees, involved residents, consultants, Non-Executive Directors, volunteers, representatives of Eastlight, contractors and third parties who carry out Eastlight duties on our behalf and by our instructions.
- 1.3 We are committed to ensuring that all reasonable steps are taken to prevent and control the risk from fire to our residents’ homes, offices and commercial properties. We will complete Fire Risk Assessments (FRAs), work collaboratively with all relevant stakeholders and maintain fire protection equipment.

# 2. Scope

- 2.1 This Policy covers all buildings under our ownership and management, and where we are the “Responsible Person” for Fire Safety. This includes the communal areas of blocks for flats, maisonettes, retirement living, supported living, houses of multiple occupancy and commercial buildings, such as offices.
- 2.2 The Policy should be read in conjunction with the following Eastlight policies:
  - Health & Safety Policy
  - Gas Safety Policy
  - Electrical Safety Policy
  - Decant Policy.

# 3. Our Commitments

## 3.1 Statutory & Regulatory Reference

- 3.1.1 This Policy is designed to ensure Eastlight meets its obligations under the following legislative and regulatory requirements:
  - Fire Safety Act 2021
  - Fire Safety (England) Regulations 2022
  - The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
  - Building Safety Act 2022
  - Housing Act 2004
  - The Building Regulations 2010
  - Health & Safety at Work etc. Act 1974
  - The Management of Health & Safety at Work Regulations 1999
  - The Furniture & Furnishings Regulations 1988

- The Building Regulations Approved Document B
- Fire safety in purpose-built blocks of flats
- PIBS Personal Information Guide v2
- Social Housing (Regulation) Act 2023.

### **3.2 Our Roles & Responsibilities**

- 3.2.1 We will assign regulatory duties to suitable positions within relevant departments, ensuring individuals responsible for fulfilling these duties receive proper training and have the necessary authority to execute a safe fire safety management regime.
- 3.2.2 Duty Holder: Overall responsibility for health and safety at Eastlight sits with the Board & Executive Management Team.
- 3.2.3 Responsible Person: Head of Landlord Compliance & Assurance.

## **4. Think Customer**

- 4.1 At Eastlight, we exist to provide the best possible homes and services for residents.
- 4.2 Our ‘Think Customer’ approach aims to guide and support colleagues whenever they make decisions that affect our residents, directly or indirectly.
- 4.3 ‘Think Customer’ ensures our people fully consider how residents will experience and be impacted by the service we provide. Before acting, our people must think about:
- The short and long-term effects of their actions
  - The residents’ individual needs and preferences
  - Whether their communication is clear, respectful and appropriate
  - If they can draw on any past insights or experiences to help them when making tough decisions
  - Whether they, themselves, would be happy with the service being provided.
- 4.4 The ‘Think Customer’ model is designed to complement and work alongside all Eastlight policies and procedures, including this Fire Safety Policy.

## **5. Fire Risk Assessments**

- 5.1 Fire Risk Assessments (FRAs) will be carried out on a regular basis, with a frequency advised by the previous FRA for all Eastlight owned and managed properties. FRAs will be carried out by an appropriately accredited competent person to all buildings covered by The Regulatory Reform (Fire Safety) Order 2005. Where FRAs are completed by Managing Agents or other third parties, copies will be requested and retained by Eastlight. This will be monitored through our procurement and annual contractor reviews.
- 5.2 We have adopted a risk-based approach to FRA inspections, ensuring onsite assessments are carried out as per the frequencies below:

- **Annual assessment:** Housing for Older People and commercial buildings
  - **Annual assessment:** Buildings identified as “high risk”
  - **Triennial assessment:** All other blocks.
- 5.3** FRAs will be reviewed when any significant changes affect the fabric or use of the building.
- 5.4** FRAs are stored electronically on our asset management database and FRA actions are managed through to completion.

## 6. Maintenance

- 6.1** All fire safety systems will be tested and maintained in accordance with regulatory and statutory requirements. This will include the completion of remedial works identified during any testing or maintenance activities.
- 6.2** We will ensure all properties we are responsible for have working mains or battery powered carbon monoxide (CO) and smoke/heat alarms installed and regularly tested.
- 6.3** Fire doors within communal areas within residential buildings containing two or more flats are periodically inspected and maintained, ensuring they are in good working order.
- 6.4** We will ensure fire escapes routes, fire doors, fire alarm call points and any firefighting equipment are clearly marked. Escape routes are to be kept clear at all times across all blocks.
- 6.5** The actions to follow in the event of a fire will be building specific and determined by the Fire Risk Assessment.
- 6.6** Each building will have an evacuation strategy clearly defined within the FRA. The evacuation strategy will be agreed with the competent person undertaking the FRA.
- 6.7** All buildings will conform to the prevailing Building Regulations at the time of construction or major refurbishment works.
- 6.8** Buildings undergoing alterations will conform to the Approved Document B (Fire Safety) to achieve and maintain the fire compartment integrity for the required time. All corridors and staircase enclosures designated as escape routes will be protected routes. These routes should be unobstructed and should only contain the minimum of furniture/curtains.

## 7. Assurance, Oversight & Continuous Improvement

- 7.1** The organisation maintains a clear “golden thread” of information to ensure landlord compliance and health and safety requirements are managed from operational delivery through to Board oversight.
- 7.2** The effectiveness of this policy is monitored through defined KPIs, agreed and overseen within the Performance Framework, with Board and the relevant oversight bodies determining the measures needed to support effective scrutiny. This aligns with the Board-approved Governance Framework which sets out roles, responsibilities and oversight arrangements for the areas covered by this policy.
- 7.3** An established assurance framework supports the delivery of risk-based assurance plans agreed annually and mapped across first, second and third lines of defence. These plans are reviewed and approved by the Audit & Risk Committee which retains oversight of their delivery and outcomes.
- 7.4** Findings from audits and reviews are reported through appropriate governance routes, including operational groups, Executive Management Team and the Audit & Risk Committee, ensuring timely visibility and accountability.
- 7.5** The organisation is committed to continuous improvement, using insights from audit findings, performance data, complaints, incidents and wider lessons learned to strengthen controls and processes.
- 7.6** This policy will be reviewed periodically, both at defined intervals and in response to emerging risks or changes in regulatory expectations, to ensure it remains effective, up to date and aligned to organisational objectives.

## 8. Equality Impact Assessment

- 8.1** An Equality Impact Assessment (EIA) for this Policy was conducted. As a result, actions have been put in place to mitigate any negative impacts.

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