



EDEN HOUSING ASSOCIATION LIMITED

FIRE SAFETY POLICY

Document Reference Number:	CORP32
Document Owner:	Property Compliance & Facilities Manager
Approved By:	Executive Team
Approved Date:	9 July 2026
Policy Implementation Date:	9 July 2026
Revision Cycle:	3 Years (or if legislation changes)

This policy applies to Eden Housing Association and all its wholly owned subsidiaries, including Mitre Housing Association

1. POLICY STATEMENT

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This Policy is intended to ensure that Eden Housing Association meets the requirements of the Regulatory (Fire Safety) Reform Order 2005 (FSO) and Fire Safety Act 2021. The purpose of this legislation is to place greater emphasis on fire prevention by ensuring that all persons responsible for the premises comply to their statutory duties and implement general fire precautions which are needed to protect all persons from death or injury in case of a fire.

EHA will implement the Regulatory Reform (Fire Safety) Order 2005, as amended (including Section 156 changes from 1 Oct 2023), by ensuring: cooperation and coordination with any other Responsible Persons; the provision of prescribed information to employees, residents and contractors; and the maintenance of records of the risk assessment, preventive and protective measures, and maintenance/testing in a manner available for inspection by the enforcing authority

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

The scope of properties involved in EHA's fire safety Policy are:

- Offices
- Extra Care Schemes
- Assisted Living Schemes
- Communal areas in blocks of flats
- General Needs Accommodation

2. REFERENCES

Internal

- Health & Safety Policy
- Fire Management Plans Part 1 and 2
- Fire Evacuation Plans
- Mobility Scooter, E Bike Policy & Procedure
- Electrical Vehicle Charge Points Policy & Procedure
- Lift Policy & Procedure

External

- Regulatory (Fire Safety) Reform Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

2013 (RIDDOR)

- NFCC (National Fire Chiefs Council) Mobility Scooter Guidance for Residential Buildings
- The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
- Building Safety Act 2022
- Smoke & Carbon Monoxide Alarms (amendment) Regulations 2022

3. POLICY CONTENT

The principle statutory requirement for the control and management of fire safety is the FSO. The purpose of the regulation is to manage the risk from fire to employees, residents and visitors to EHA premises and require duty holders to:

- Identify and assess the risks of fire in EHA properties
- Devise a scheme for eliminating or controlling the risk
- Manage/ reduce the risk
- Implement general fire precautions
- Emergency Planning
- Keep up to date records (electronically and log books on site)
- Ensure maintenance of all fire safety equipment and systems
- Manufacturers, suppliers, installers and users to address their responsibilities
- Information sharing

The above requirement will be met by the following actions:

- A suite of Management and Evacuation Plans for all properties in the scope of this document with the inclusion of identified residential PEEPs.
- Sharing of the emergency evacuation plans with tenants.
- A suitable and sufficient fire risk assessment (FRA) will be completed and kept under review by a competent assessor. For buildings with two or more sets of domestic premises, the FRA will include assessment of the structure, external walls (including cladding, balconies and windows) and flat entrance doors between the domestic premises and common parts.”
- Staff will be trained to satisfactorily carry out the fire evacuation plan, regular drills and any other actions to comply with the FSO.
- Employees will be provided with comprehensive and relevant information regarding the risks identified by the risk assessment and any other notification of risk by other employees, the preventative and protective measures, and the identities of persons nominated to carry out duties of the responsible person.
- The employer of any other person working on the premises will be provided with the same information as the EHA’s employees.
- All necessary systems as required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice.
- Property Compliance & Facilities Officer ensures full records of these measures will be kept at each Assisted Living Scheme at Blain House. All records will be held digitally and certification on the management system.
- Where there is a fire evacuation or fire risk concern identified due to tenant vulnerability or disability, at the start or during a tenancy for General Needs a referral for a Fire Safety Visit by the Community Safety Advisor

(Prevention and Protection) Cumbria Fire & Rescue Service will be completed. All referrals will be logged on the MRI system.

- Competent contractors will be used for all fire maintenance, certification and assessments
- Carry out Fire Door checks in line with legislation.
- For all rented homes, EHA will ensure: a smoke alarm on each storey used as living accommodation; a CO alarm in any living room with a fixed combustion appliance (excluding gas cookers); and that alarms are repaired/replaced once notified of a fault

All multi-occupied residential buildings (≥2 dwellings):

- Provide residents with fire safety information including the importance of fire doors; re-issue on change of resident and annually.

4. RESPONSIBILITIES

Eden Housing Association is the overall duty holder.

The Chief Executive retains overall responsibility for the implementation of this policy.

The Property Compliance and Facilities Manager has responsibility for the implementation of Fire Safety at Eden Housing Association. Covering the following areas:

- Procedures relating to the operational delivery of the policy. The review of all Management Plans, Evacuation Plans and Procedures.
- Management of the contracts and works relating to Fire Safety.
- Ensuring risk assessments are carried out for Extra Care, Assisted Living and communal areas.
- Ensuring individual risk assessments are carried out on any request for mobility scooter storage.
- Ensuring adequate training is up to date for all person's involved in Fire Management.
- Ensuring frequency of internal inspections for fire doors and balconies.
- Ensuring the systems are in place to record oxygen tank users.
- Assessing the programme for Fire Door Replacements.
- Reviewing and actioning accidents/ incidents resulting in Fire.
- Reviewing current and future legislative changes in Fire Safety.

Fire Wardens are responsible for delivery of the Policies, Plans and Procedures for all Extra Care, Assisted living schemes and Blain House.

All employees have the responsibility to cooperate and ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves and other people at risk.

5. EQUALITY IMPACT ASSESSMENT (EIA)

An EIA has been completed in order to assess whether any protected groups listed under the Equality Act 2010 has been discriminated against or disadvantaged as a result of this policy. (see Appendix 1)

6. TENANT ENGAGEMENT IMPACT ASSESSMENT (TEIA)

The TEIA will establish the impact on tenants and influence they could have on policy development and implementation. (see Appendix 1)

7. MONITORING & REVIEW

The policy will be monitored in line with H&S performance reporting to Audit & Risk Committee, this will include:

- Volume of risk assessments which have past review date and no action completed. This should be zero
- Works required from Risk Assessments which have not yet been completed within agreed timeframe.

The policy will be reviewed every three years or when legislation/organisational changes require an earlier review.

Equality Impact Assessment (2.7.25)

Question	Response
1. Summary of aims and objectives of the policy/practice/activity	Identify appropriate action when dealing with Fire Safety management.
2. What involvement, consultation, engagement has taken place for the policy/practice/activity (e.g relevant groups/stakeholders)	<i>Refer to Tenant Engagement Assessment</i>
3. Who is affected by the policy/practice/activity (consider Armed Forces/Veterans)	Staff, tenants and general public
4. What are the arrangements for monitoring and reviewing the impact of the policy/practice/activity	<i>Refer to Revision Cycle on Front Page of document</i>

Protected Group	Is there a potential for a positive or negative impact	Action to address the impact
Disability: includes physical, sensory, neurodiversity, learning disabilities, mental health conditions / communication methods / range of support needed to participate / hearing loops or interpreters / accessibility – venue, location, transport	No	
Gender reassignment: (transgender) people should be about to disclose their gender identity without fear or prejudice	No	
Marriage or civil partnership: all couples or partners, regardless of gender, should be able to access services	No	
Pregnancy or maternity: consider flexible hours of service or project / is there access to private are for breastfeeding, milk storage etc. / returning to work considerations	No	
Race: includes ethnicity, nationality and GRT communities. Consider the size of the BME communities that your service or project affects / languages spoken and understood / culture such as hygiene, clothing physical activities, mixed gender activities	No	
Religion or belief: consider dates and times of events in relation to religious practices and festivals / the diversity within the communities that your service or project affects / prayer times, meal times, food cultural habit or belief, religious holidays such as Ramadan	No	
Sexual orientation: consider LGB+ people should feel safe to disclose their sexual orientation without fear of prejudice	No	

Sex (gender): consider the impact on different genders / childcare and dependents care / mixed or single gender groups or activities / timing of services	No	
Age: consider the way younger and older people access services differently / use of technology / childcare or dependents care / transport arrangements / venue location	No	
Rurality: consider if there is a disproportionate impact on tenants living in rural localities	No	

Question	Explanation	
Is it possible the proposed policy/practice/activity could discriminate or unfairly disadvantage people	No	
Decision	Tick the relevant box	Include any justification required
1. No barriers identified and no change required – proceed	X	
2. Barriers identified towards one (or more) protected groups – adapt or change the policy/practice/activity to remove any barriers. This will better advance equality and/or foster good relations		
3. Barriers identified towards one (or more) protected groups – stop . There are adverse effects which cannot be prevented / mitigated		
4. Barriers identified towards one (or more) protected groups – no proportionate way to amend the policy/practice/activity so proceed with caution .		

Action (To be completed as required)

If the evaluation has resulted in Decision 4, complete a risk assessment and record on Operational Risk Register	Date Completed:
--	-----------------

Tenant Engagement Assessment – is engagement with tenants necessary?
(1.7.25)

Impact	Tick relevant box	Note any details / justification
No Impact on current tenants – you can proceed without engagement, explaining why.	X	
Direct or indirect impact on current tenants. Stop! Identify who will be affected i.e. all tenants or a specific group.		

Influence	Tick relevant box	Note any details / justification
No influence for tenants – i.e. wholly legislative – you can proceed without engagement, explaining why.	X	
Possible influence on areas of policy/ practice/ activity impacting on tenants – stop. Arrange engagement with EIO		
Best place for influence is the practical delivery of the policy – through procedure. Please summarise approach for procedure review		

Summary of engagement (To be completed as required)

Tenant group impacted and engaged (i.e. all/ sheltered)	
Consultation method	
Summary of engagement	
Key themes/ implications	

If you would like some assistance to work through this engagement assessment, please contact Jenny Webb – EIO.

Health & Safety Policy Review Assessment

Question	Additional information	
Does this policy/practice/activity address any Health & Safety practices?	Yes	
What is the key legislation related to this policy?	Regulatory (Fire Safety) Reform Order 2005	
Is the policy a control of a corporate or operational risk register? (if yes name risk)	CRR6 (H&S) ORR5 (Fire at any of our offices, sheltered schemes and communal areas, results in damage to property or a loss of life leading to business interruption, insurance claims and reputation of the business affected) ORR123 (Legislation: The Regulatory Reform (Fire Safety) Order 2005 (FSO), Fire Safety (England) regulations 2022: fire door guidance, The Building Regulations 2010 (Approved Document B) ORR122 (Smoke and Carbon Monoxide Alarm (Amendment) regulation 2022)	
Tick groups/ departments who require knowledge of this policy		
	All staff	x
	ICT	
	Finance	
	Housing Options	
	Housing	
	Customer Services	
	Property	
	HR	
	Governance	
	Assisted Living	
	Contractors	x
	Tenants	x
Risk to tenants	Tick the relevant box	Additional Information
1. Are there additional measures required to reduce risk level to tenants.	No	
2. Has that risk been assessed?	Yes	
3. No Health & Safety implications	No	
4. Does it require tenant visibility?	Yes	If yes – upload to website

All assessments completed by:	Author: Joanne Crone Date: 27/02/2026
All assessments reviewed by:	Reviewer(s): Executive Team Date: 9 July 2026
Will these assessments be published?	Completed assessments are appended to each policy. Any appropriate public related policies are uploaded to the EHA website