



Fire Safety Policy

1. Introduction

This policy sets out Rugby Borough Council's approach to ensuring fire safety in all council homes under its ownership and management. It aims to prevent fire hazards, ensure compliance with fire safety legislation, and protect tenants', staff, contractors, and visitors from the risk of fire-related incidents.

The policy ensures that fire safety is maintained through regular risk assessments, fire prevention measures, emergency planning, and staff training.

This policy forms part of our suite of landlord compliance policies, which include:

- Lift Safety Policy
- Condensation, Damp and Mould Policy
- Water Safety (Legionella) Policy
- Asbestos Management Policy
- Gas Safety Policy
- Electrical Safety Policy

2. Scope

- 2.1 This policy applies to Rugby Borough Council homes.
- 2.2 This includes domestic properties (houses, bungalows and flats), including RBC homes being used as temporary accommodation, communal areas of any blocks, independent living schemes and their associated offices or communal spaces.
- 2.3 This policy also applies to any corporate or operational premises which are owned or managed via the Housing Revenue Account (HRA).
- 2.4 This policy is applicable to all of our staff, tenants, contractors, stakeholders and others who may work on, occupy, visit or use our premises, or who may be affected by our activities or services.

2.5 Compliance with this policy is mandatory for all RBC staff members.

3. Terms and definitions

3.1 RBC is committed to ensuring compliance with all relevant legislation, including:

- The Regulatory Reform (Fire Safety) Order 2005.
- The Housing Act 2004 (including Part 1, HHSRS - Housing Health and Safety Rating System).
- The Fire Safety Act 2021.
- The Building Regulations 2010 (Part B - Fire Safety).
- Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
- The Social Housing (Regulation) Act 2023.
- Fire Safety (England) Regulations 2022.

These regulations provide the framework for ensuring that fire risks are properly managed in the housing sector, with a particular focus on ensuring that buildings and tenants are protected from fire hazards.

4. Responsibilities

4.1 The Asset Maintenance Manager is responsible for overseeing the implementation of this policy and ensuring compliance with fire safety legislation. Their duties include:

- Developing and reviewing fire safety procedures and fire risk assessments (FRA's).
- Ensuring all required FRA's take place and actions arising are completed within reasonable timescales.
- Ensuring fire safety measures, such as fire detection, evacuation procedures, and fire-resistant materials, are in place and effective.
- Coordinating fire drills, training, and fire safety checks.
- Managing and maintaining fire safety records.
- Reporting fire safety issues to senior management and ensuring corrective actions are taken, including recording issues on the Accidents & Near Misses system.
- Regular reports to local Fire Service (as required).
- Ensure any recommendations by the Fire Service following inspections they may make are implemented in a reasonable timescale.

4.2 All staff members are required to:

- Follow fire safety procedures and guidelines in their day-to-day work.
- Cooperate with fire safety inspections, drills, and maintenance activities.

- Report fire hazards, concerns, or non-compliance with fire safety measures to the Asset Maintenance Team.
- Support tenants in understanding and following fire safety practices.
- Proactively manage any case (for example, hoarding) where the tenants management of the home creates any fire risk, ensuring action is taken to resolve the matter.

4.3 All contractors carrying out work within the RBC properties must:

- Comply with all fire safety regulations when conducting work.
- Ensure fire risks are mitigated during maintenance, repair, or construction activities.
- Complete risk assessments where appropriate and take action to prevent fire hazards.
- Notify the Asset Maintenance Manager and or team, of any fire-related incidents, damage to fire safety equipment, or safety concerns.

4.4 Tenants have a key role in ensuring fire safety within their homes and must:

- Ensure that smoke alarms and fire detection systems are not tampered with and are in working order.
- Follow fire safety instructions provided by RBC, including evacuation plans and escape routes.
- Immediately report any potential fire hazards, faulty fire equipment, or concerns regarding fire safety in their homes.
- Take personal responsibility for maintaining a safe living environment, avoiding actions that may increase fire risk (e.g., overloading electrical sockets, unsafe storage of flammable materials), not hoarding items in the home that could create a fire risk, not undertaking unauthorised building works.
- Keeping communal areas free of property and items and escape routes comply with the recommendations of FRA's in place for their scheme.
- Allow access into your property for necessary compliance checks such as gas servicing, electrical inspections and smoke and heat alarm upgrades as necessary.

5. Policy Statement

5.1 We will facilitate regular fire risk assessments for residential buildings with communal areas, these assessments will take place annually or three-yearly depending on the size, nature and use of the building, or whenever there is a significant change in the building structure, use, or occupancy. These will be undertaken by suitably qualified Fire Risk Assessors.

5.2 The Fire Risk Assessor will ensure that the fire risk assessments evaluate the risk of fire, fire detection systems, means of escape, fire doors, fire extinguishers, and emergency lighting, and identify any areas that need

improvement.

- 5.3 The Fire Risk Assessor will develop a comprehensive action plan following each assessment to address identified risks and ensure that all necessary fire safety measures are implemented. This plan will be monitored and updated regularly.
- 5.4 We will maintain fire doors in communal areas, stairwells, and between different parts of the building, where necessary, to prevent the spread of fire. Fire-resistant materials will be used in construction and refurbishment works to contain and limit the risk of fire spread.
- 5.5 We will maintain clear escape routes in all RBC properties with communal areas. These will be regularly checked to ensure that they are free from obstruction and that fire exit doors can be easily opened.
- 5.6 We will, where required, provide fire extinguishers and fire blankets, and in communal areas.
- 5.7 We will ensure that each property, with a communal area, will have a detailed fire evacuation plan in place which will include details of when to stay put and when to evacuate. These plans will include:
 - Clearly marked fire exits and assembly points.
 - Procedures for evacuating tenants, particularly vulnerable groups (e.g., elderly, disabled, or young children).
 - Instructions for staff and tenants on how to respond to a fire emergency.
- 5.8 It is the responsibility of the tenant to test their own smoke alarms on a weekly basis. The council will test them annually via the gas servicing contractor. Where no gas is present, the council will write to tenants to remind them to test their smoke alarms. If a tenant is unable to test their smoke alarm they should report this to Rugby Borough Council who will arrange for the test to take place.
- 5.9 We will carry out a full emergency lighting discharge test annually and a monthly flash test in communal areas and escape routes.
- 5.10 We will deliver fire safety training to all relevant staff which will include:
 - Awareness of fire safety procedures and emergency plans.
 - Identifying and addressing fire hazards.
 - Staff training will be refreshed at regular intervals (at least annually) to ensure that all employees are familiar with the latest fire safety

regulations and procedures. Records will be kept of staff training.

5.11 Tenants will receive fire safety information when they move into a property and during the tenancy:

- Information about smoke alarms, fire exits, and evacuation strategy.
- How to report fire hazards and faulty equipment.

5.12 We will carry out regular fire risk assessments to ensure compliance with this policy and legal requirements. These assessments will be documented, and any necessary actions will be recorded and acted upon within a reasonable timescale.

5.13 Any fire-related incidents or near-misses must be reported to the Asset Maintenance Team immediately and on the Accident & Near Misses System. A full investigation will take place to identify the cause, assess whether the existing fire safety measures were effective, and determine what improvements may be needed.

5.14 We will maintain clear lines of communication with contractors to ensure all work is carried out in accordance with safety standards and that any issues identified during inspections are addressed promptly.

5.15 We will share data with other agencies in line with the appropriate data protection legislation to enable the safety and wellbeing of our tenants.

6. Monitoring and review

6.1 This policy will be reviewed on a every 3 years, unless there is a business need, change in legislation or regulation which prompts an earlier review.

6.2 We will publish this document on our website and our intranet to ensure visibility and access for staff and tenants.

6.3 We will provide training to staff who have responsibility for implementing the policy to ensure that it is understood.

6.4 As this is a tenant facing policy, we will review the effectiveness of the policy with our involved tenants one year from the implementation of the policy.

7. Related documents

7.1 Health and Safety Policy

7.2 Safeguarding Adults and Children Policy

7.3 Hoarding Policy (Under review, new policy will be adopted Q2 2025/26)

7.4 Housing and Property Services Fire Policy February 2023

8. Governance

Effective from	1 July 2025	Expires	30 June 2028
Policy Owner	Asset Maintenance Manager		
Policy Author	Communities and Projects Manager		
Consultation	Tenant Consultation – 19 March 2025 Frontline Staff Consultation – 6 May 2025 Technical Staff Consultation – 29 May 2025		
Approved by	Chief Officer – Communities and Homes		
Version control	V1.0		