



SP31 Fire Safety Policy

1. Scope of policy

- 1.1 This policy sets out Soha's general approach to the management of fire safety and applies to all premises owned or managed by Soha. It covers all persons who may be affected by Soha's activities, including staff, residents, contractors, managing agents, and visitors. The Policy should be read in conjunction with Soha's Fire Safety Procedure.

2. Aim

- 2.1 The aim of this policy is to ensure that fire safety is managed safely and effectively by Soha, and relates to its properties, residents, contractors and employees and to comply with statutory requirements.
- 2.2 Fire is a potentially significant risk for Soha. This policy seeks to mitigate the risks that arise in relation to reputation, operations, and finance.
- 2.3 Soha will apply the Fire Safety Policy consistently, fairly and will not discriminate against any person on grounds of their race, colour, ethnic or national origins, religion, sexual orientation, disability, gender, age, or any other matter which may cause Soha to treat a person with injustice.

3. Policy Statement

Soha will:

- 3.1 Take all reasonable steps to ensure a safe working and living environment, for all Soha employees, residents, contractors, visitors and other persons on premises under the control of Soha
- 3.2 Put in place all reasonable and practical measures to ensure the effective management of fire safety and proactive control of fire risk within and around its premises
- 3.3 Set out clear roles of responsibility for fire safety within the organisation
- 3.4 Comply with all relevant fire safety legislation applicable to those premises owned and occupied by Soha
- 3.5 Positively seek to reduce the likelihood of fires occurring at any premises owned and occupied by the Soha and
- 3.6 Minimise the impact of a fire at any premises owned or occupied by Soha, on personal safety, property, finance, business continuity, delivery of service, and the environment.
- 3.7 Soha are committed to ensuring full compliance with the 'Golden Thread of Information' requirements under the Building Safety Act 2022 and to embedding this within our fire safety management systems. The policy also explicitly references NFCC (National Fire Chiefs Council) guidance for specialised housing, demonstrating alignment with recognised sector best practice

4. Implementation

- 4.1 To assist with the delivery of fire safety measures, Soha will have in place a detailed fire

safety procedure that sets out our approach to the following categories of buildings:

- Blocks of flats with internal communal areas
- Independent Living schemes
- Extra care schemes
- Supported living premises
- Office premises
- Day Centres

4.1.1 Soha's approach to managing fire safety across the organisation

Soha's approach to managing fire safety across the organisation establishes the minimum standards of fire safety performance and management required for new build, refurbished, and existing properties. Legal compliance is set as the baseline standard, with the organisation aiming to adopt recognised best practice where this is reasonably practicable. Fire safety design and specification standards for new build and refurbishment projects will be developed in accordance with Approved Document B, as applicable at the time of design and construction, and BS 9991:2021, together with any other relevant statutory requirements and guidance in force.

Soha's Procedures will detail at a corporate level:

- Key management responsibilities
- Soha's approach to fire risk assessments
- Guidance on standard fire safety protection measures
- Maintenance requirements for safety fixtures and equipment
- Record keeping
- Staff training

4.1.2 Fire safety arrangements for flats, independent living schemes, extra care schemes, supported housing and office premises

Soha's fire safety procedure will also set out the fire safety legislation, responsibilities and procedures that will apply for each category of building.

This will include (as relevant):

- Fire Evacuation Policy
- Stay Put Policy
- Fire Risk Assessment
- Fire instruction, Notices and Information
- Maintained and emergency lighting
- Firefighting equipment
- Staff Training
- Record keeping
- Fire Door Inspection
- Annual resident fire safety information letters

4.2 Fire safety design and specification standards for all new build and refurbishment projects

will be developed in accordance with Approved Document B, as applicable at the time of design and construction, and BS 9991:2021, together with any other relevant statutory requirements and guidance in force.

Digital record keeping and action tracking will be embedded in line with the Building Safety Act 2022, ensuring that fire safety information is accurate, accessible, and effectively managed. All statutory fire safety records will be maintained digitally in accordance with

legislative requirements and national expectations for digital information management. All contractors and managing agents will be required to demonstrate appropriate fire safety competence, training, and awareness as a condition of engagement and throughout the duration of their appointment.

Compliance with the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 will be ensured across all rented homes.

4.3 Co-operation and co-ordination of fire safety measures with other parties

Where Soha operates in any building together with any other employers or persons we will take those steps as necessary to ensure effective co-operation and co-ordination with those other persons, regarding fire safety arrangements, in respect of emergency evacuation plans.

4.4 Informing other employers of relevant fire safety measures provided or required on Soha premises

All other employers of any person working on Soha's premises will be informed about the fire safety arrangements on our premises as far as they are relevant to the safety of other employees' staff whilst at work.

4.5 Formal consultation with staff on fire safety matters

Formal consultation with staff regarding fire safety hazards and risks that affect them in the course of their employment will be undertaken via Soha's Health and Safety Committee [Staff Consultative Committee]. Formal fire safety training will also be provided to staff in accordance with our role based health and safety training matrix.

4.6 Employment of young persons

As part of the employment induction process, a young person under the age of 18 years or their parent(s) or guardian(s) will be informed about the significant fire hazards that the young person may be exposed to during the employment in any premises owned or occupied by Soha. The young person will be provided with relevant fire safety training and a workplace orientation session as part of the employment induction process by the member of staff organising the work experience.

5. Resident Involvement

Soha is committed to raising fire safety awareness amongst residents through individual correspondence, general advice publications, and face-to-face engagement where appropriate. We will ensure that residents receive annual fire safety information, such as letters or leaflets, in full compliance with the *Fire Safety (England) Regulations 2022*. To further strengthen trust and accountability, the outcomes of fire risk assessments will be shared with residents on request, reinforcing our commitment to openness, transparency, and keeping residents fully informed about fire safety in their homes

6. Responsibility

Responsibility for fire safety rests with the Responsible Person, as defined under the Regulatory Reform (Fire Safety) Order 2005. Where applicable, additional duties may arise for the Accountable Person under the Building Safety Act 2022.

Soha recognises the distinct statutory roles of the Responsible Person and, where relevant, the Accountable Person, and ensures that fire safety responsibilities are clearly defined, understood, and discharged in accordance with legislative requirements.

Where fire safety duties are not adequately discharged by the relevant duty holder, clear escalation and governance arrangements will be followed to ensure that issues are

addressed promptly and at the appropriate management or organisational level.

- 6.1 The Board has ultimate responsibility for fire safety at Soha.
- 6.2 The Director of Property Services is responsible for the effective implementation of this policy as designated Director to champion fire safety. They will take an active role in the management of fire safety to reinforce the Board's intent to secure a high level of commitment to fire safety by Soha.
- 6.3 The Head of Health and Safety has been appointed as Fire Safety Manager and is responsible for the day-to-day control of fire safety activities on behalf of Soha to ensure effective implementation of the Fire Safety Policy.
- 6.4 A Fire Safety Advisor (competent person) who is familiar with the relevant fire safety legislation and standards applicable to Soha's premises will be appointed as necessary. This person may be an external contractor where a Soha employee with the relevant competence is not available.
- 6.5 Detailed responsibilities for managing fire safety at Soha will be set out in the Fire Safety Procedure.

7. Monitoring and review

- 7.1 The Head of Health and Safety will produce a monthly health and safety report that will include confirmation of Soha's annual fire risk assessment programme, and completion of any identified actions in accordance with their specified target completion dates. The report will also detail all fire evacuation drills carried out, accidents, incidents and near misses reported, and resident and staff fire safety training provided. This report will be presented to Soha's Senior Leadership Team monthly, and Soha's Members Forum and Board every six months.
- 7.2 This policy will be reviewed annually, or sooner where changes in legislation or regulation require. Performance monitoring will include trend analysis of fire risk assessment findings, fire door inspection outcomes, and resident feedback, to ensure continual improvement in fire safety management.

8. Context

- 8.1 The fire safety standards adopted in premises owned and occupied by Soha will be based upon the recommendations contained within the relevant fire safety risk assessment, documents issued by the Government, in British and European Standards, or any manufacturer's guidance as called up by the current relevant fire safety legislation, including:

Building Regulations
Housing Act 2004
Regulatory Reform (Fire Safety) Order 2005
Equality Act 2010
Fire Safety Act 2021
Fire Safety (England) Regulations 2022
Building Safety Act 2022
Local Government Guide to Fire Safety in small blocks of flats 2024
Social Housing (Regulation) Act 2023 (including Awaab's Law)
HSE's Approved Code of Practice
LACORS guide

The Fire Safety (Residential Evacuation Plans)(England) Regulations 2025
NFCC Simultaneous Evacuation Guidance

Members' Forum noted	N/A	Fire Safety Working Group review	February 2026
EIA completed	N/A	SLT approved	25 February 2026
DPIA completed	N/A	Review Date	By February 2027