



Portus
Supported Housing

Fire Safety Policy Version 1.0

Safe spaces for independent living

Review

Date of this review	Date of last review	Author(s)	Owner	Next review date
31/10/2025	31/10/2025	Jason Cox	Jason Cox	31/10/2027

Details of amendments

Version	Date	Update/ amendment detail	Resulting from

Approved by

Executive Team	[00/00/00]
Board	13/11/25



1. Introduction

Portus Supported Housing (PSH) recognises, accepts, and promotes its duties to provide, as far as reasonably practicable, a healthy and safe environment for residents, contractors, and visitors to its properties.

The policies and procedures put in place by PSH can have a significant impact upon the safety of residents, officers and contractors. PSH is committed to reducing the risk of fire within its housing stock to the lowest reasonably practicable level.

This policy set out PSH's approach to fire safety management. While it does not cover every possible scenario or property type, it provides a framework for decision-making and for addressing fire safety requirements at individual properties.

Fire safety in individual properties will ultimately be dictated by the Fire Risk Assessment, and application of the relevant guidance in force at the time of that assessment.

2. Purpose / Aim

The purpose of this policy is to set out how PSH will fulfil its obligations under the fire safety statutory regulations.

This policy and procedure will ensure PSH continues to keep all stakeholders – including residents, staff, care providers, and contractors – safe and informed of their responsibilities.

3. Scope

The scope of this policy applies to PSH's entire property portfolio and describes PSH's arrangements for satisfying fire safety compliance under relevant legislation. PSH understands its obligations as the 'Responsible Person', as defined by the *Regulatory Reform (Fire Safety) Order 2005* (as amended).

PSH's portfolio includes the following property types:

- Houses
- HMO-type shared housing.
- Low-rise flat blocks not exceeding 11 metres
- Bungalows
- Bedsits
- Office premises

PSH aims to implement and maintain fire precautions identified through fire risk assessments across its property portfolio. These precautions will, so far as is reasonably practicable, preserve and protect life in the event of a fire and ensure that reasonable measures are taken to prevent fires from occurring.

It should be noted that, under the definitions set under the *Fire Safety (England) Regulations 2022* and based on the measurement method outlined in *Building Regulations Approved Document B-2 (Volume 1 Fire safety in dwellings) Appendix D*, none of PSH's properties are classified as exceeding 11 metres in height and, by extension, none exceed 18 metres.



4. Legal and Regulatory Framework

PSH's responsibilities in respect of fire safety are governed by the following statutory requirements:

- *Health & Safety at Work Act 1974 (HASAW)*
- *Management of Health & Safety at Work Regulations 1999*
- *Regulatory Reform (Fire Safety) Order 2005 (as amended)* – applicable to commercial properties and the communal parts of housing stock
- *Fire Safety Act 2021*
- *Building Safety Act 2022*
- *Fire Safety (England) Regulations 2022*
- *Fire Safety (Residential Evacuation Plans) (England) Regulations 2025*
- *Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022*
- *Specialised Housing Guidance - National Fire Chiefs Council*
- *Housing Act 2004 – fire safety*
- *Regulator of Social Housing's Home Standard*
- *PAS 79-1:2020 Fire risk assessment. Premises other than housing. Code of practice*
- *PAS 79-2:2020 Fire risk assessment. Housing. Code of practice*
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *Health and Safety (Safety Signs and Signals) Regulations 1996*
- *Smoke-free (Premises and Enforcement) Regulations 2006*
- *Control of Substances Hazardous to Health Regulations (COSHH) 2002*

PSH will ensure that consultants and staff adhere to the relevant guidance documents and that these are considered in the fire risk assessments of its purpose-built and converted housing stock, and any office premises within its portfolio.

5. Related Policies and Documents

This policy is linked to the following documents and should be read in conjunction with them:

- *Electrical Safety Policy*
- *Gas Safety Policy*
- *Health and Safety Policy*

6. Policy Statement / Principles

Prevention

PSH will complete and maintain suitable and sufficient Type 3 Fire Risk Assessments in line with *PAS 79 (Fire Risk Assessment - Guidance and a recommended methodology)*.

PSH will ensure that only suitably competent fire risk assessors or fire safety engineers undertake fire safety assessments or works for PSH.

PSH will ensure all fire risk assessments are reviewed no later than the review date set by the fire risk assessment and that this review will be carried out by a competent fire risk assessor.

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PSH will ensure that a building's fire risk assessment is reviewed following a fire, a change in building use, a change in working practices that may affect fire safety, following refurbishment works to the building or, if required, following an independent fire safety audit. This review will be carried out by a competent fire risk assessor.

PSH will ensure that all fire risk assessments are undertaken every 12, 24 or 36 months, depending on the level of risk set out in the NFCC Specialist Housing Guidance.

PSH will maintain accurate building records relating to fire safety, detailing the requirements for servicing, maintenance, and repair of fire prevention, detection and firefighting equipment. This includes, but is not limited to: fire alarm systems, emergency lighting, smoke and heat detectors, hose reels, dry and wet risers, auto window and door openers, fire extinguishers, fire blankets, sprinkler systems, and any other equipment relating to fire safety.

PSH will provide relevant fire safety information and ensure adequate training is given to persons occupying or working within PSH locations.

PSH will ensure all fire safety, electrical and mechanical equipment within its properties are regularly maintained, and records kept in line with relevant legislation and Health and Safety Executive (HSE) guidance. This includes cyclical servicing and inspection of gas and electrical installations within flats.

PSH will work with care providers to take precautions against arson by making sure that fire safety hazards, including refuse bins, fly-tipping and other potential fire safety risks, are removed from the sides of buildings within agreed service standard timeframes.

PSH will ensure that all private landlords provide a current gas safety servicing certificate, taking enforcement action, where necessary, under the terms of their lease.

PSH will ensure that private landlords responsible for the maintenance of properties provide a copy of a valid satisfactory electrical installation condition report (EICR) with no C1 or C2 works outstanding. An EICR is an inspection undertaken by a competent electrician to assess the condition and safety of an electrical installation, identifying any deficiencies to be addressed.

- C1 deficiencies present an immediate threat to health and safety, typically being addressed before an electrician leaves site
- C2 deficiencies present a potential risk to health and safety and are typically addressed within 30 days

PSH will ensure that, where any hot works such as soldering are undertaken within its properties, the necessary Risk Assessment Method Statement (RAMS) and hot work permits are completed and provided by contractors. Where work has commenced without necessary documentation being provided, operatives will be told to stop work.

PSH will prohibit smoking within its properties and near any entrances, ensuring signage is clear, and will work with tenants to ensure all restrictions are adhered to.

PSH will prohibit the storage of belongings in common areas, including, but not limited to, furniture, rubbish, flammable liquids, bicycles, and scooters.

PSH will also prohibit the storing and charging of e-bikes, e-scooters, and any other appliances or equipment powered by lithium rechargeable batteries within any communal areas.



Protection

PORTUS will provide and maintain fully automatic fire alarm systems, where appropriate, to detect fire.

PSH will ensure that robust processes are in place to implement all mandatory fire precaution measures identified by fire risk assessments. Actions will be classified as high, medium or low risk, and these recommendations will be reflected in an annual programme of works to be completed within reasonable time scales:

- High risk 0-3 months
- Medium risk 0-6 months
- Low risk 0-12 months

PSH will also give due consideration to all non-mandatory recommendations.

PSH will delegate statutory compliance inspections to care providers where they are competent to complete them. These may include but are not limited to: emergency lighting flick tests, function checks of manual call points, release checks for any hold-open devices, fire alarm panel function checks, and fire door assemblies.

PSH will provide and maintain emergency lighting, where appropriate, to operate in the event of a circuit or sub-circuit failure, thereby facilitating safe evacuation and effective fire response.

PSH will provide and maintain primary compartmentation to limit the spread of fire through buildings, and secondary compartmentation to protect escape routes. Both will be maintained in line with the fire risk assessment.

PSH will provide firefighting equipment in higher-risk areas, where appropriate, to enable trained staff and contractors to secure their means of escape if required.

Where firefighting equipment is provided, PSH will ensure its own staff – and that care providers ensure their staff on site – receive appropriate training in its use. PSH will ensure clear communication to ensure that untrained people do not attempt to use the equipment.

PSH will implement a programme of regular property inspections to all its properties with a fire risk assessment in place, to verify that all required management procedures (e.g. evacuation plans, personal emergency evacuation plans (PEEPs)) and statutory compliance inspections (e.g. fire doors, emergency lighting) are in place and being undertaken.

These inspections will be undertaken at regular intervals by PSH housing officers, with records kept for each property. A full list of the roles and responsibilities is provided in the 'Roles and Responsibilities' section.

Any repairs or rectification works arising through locally completed checks will be reported by the care provider to PSH's principal repairs contractor, and remediation will be delivered in line with the repairs policy.

PSH will take action, alongside the care provider, to remove items left along escape routes and near fire exits.

Where appropriate, care providers will maintain a sign-in/sign-out process for all visitors to PSH premises.



Intervention

PSH will provide assistance and guidance to occupants and care providers to support adherence to this policy.

PSH will assist care providers in developing PEEPs and keeping property information packs up to date, ensuring significant hazards such as oxygen cylinders have been clearly identified.

In line with PSH's *Disaster Recovery Plan*, in the event of a fire, PSH will ensure information is cascaded to all relevant PSH personnel involved with supporting residents or remediating fire, smoke or water damage. PSH will also ensure that any information collected by attending officers is shared with internal stakeholders and emergency services, as appropriate.

7. Roles and Responsibilities

- **PSH's Board** – holds overall governance responsibility for ensuring the fire safety policy is fully implemented for full compliance with the regulatory standards, legislation and codes of practice. The Board will formally approve this policy and review it every two years, or sooner if there is a change in regulation, legislation or codes of practice
- **Director of Strategic Asset Management** – has strategic responsibility for the management of fire safety and ensuring compliance is achieved and maintained. The Director of Strategic Asset Management will oversee the implementation of the fire safety policy with operational support from a suitably competent deputy
- **Repairs and Compliance Managers** – will be responsible for overseeing the delivery of the agreed fire risk assessment and re-assessment programmes, and the prioritisation and implementation of any works arising from the fire risk assessments. They will also be responsible for overseeing the delivery of service, maintenance and repair programmes to all fire detection, alarms and firefighting equipment within property assets owned or managed by PSH
- **Head of Housing** – via their team of housing officers, will provide key support in gaining access into properties where access is proving difficult, and will facilitate the legal process to gain access as necessary
- **PSH Building Surveyors** – will undertake fire risk assessments and produce any necessary reports
- **Housing Officers** – will complete regular property visits, auditing the local management procedures and completion of statutory compliance inspections where delegated
- **Care Provider** – will select a suitable responsible person for each location who will ensure the completion of delegated statutory inspections, as requested by PSH. Inspections may include:
 - weekly fire alarm testing
 - monthly emergency lighting flick test
 - monthly visual check of firefighting equipment including fire blankets
 - monthly fire door inspections
 - six-monthly fire evacuation drills
 - creation of a fire logbook to store all pertinent information to be made available for review, upon request

Care providers will also be responsible for:



- creating a suitable and sufficient fire evacuation plan and making it available for review by PSH staff upon request
- creating PEEPs, where required, for any residents and ensuring that the evacuation plan is updated to reflect any changes
- reporting any required repairs to PSH's appointed principal contractor in timely manner
- ensuring all care provider staff are adequately trained to complete the statutory inspections delegated to them, and that all training records are made available for inspection

8. Monitoring, Review and Compliance

Performance monitoring and reporting

Robust key performance indicator (KPI) measures will be established and maintained to enable PSH to report on performance in relation to fire safety.

KPIs will be produced and reported to the Executive Team and Board monthly. As a minimum, these will include:

- the percentage of properties with a valid and in-date fire risk assessment (FRA) in place, for all buildings owned or managed by PSH that require one
- the number of properties accounting for any result less than 100% will also be disclosed, along with an explanation as to why the properties do not have a valid FRA at the time of reporting
- the number of high-, medium- and low-level actions outstanding (in time or overdue) from FRAs

Managing non-compliance

Any issues of non-compliance with this policy that are identified at an operational level will be formally reported to the Head of Property and Assets in the first instance.

The Head of Property and Assets will agree an appropriate course of corrective action with the operational team to address the issue and report details to the Executive Team.

The Executive Team will ensure the Board is made aware of any unresolved non-compliance issues so it can consider the implications and take appropriate action.

In the event of a serious non-compliance issue, the Executive Team and Board will consider whether disclosure to the Regulator of Social Housing (RSH), in the spirit of co-regulation as part of the Regulatory Framework.

9. Equality, Diversity and Inclusion

PSH is committed to mainstreaming equality and diversity throughout all its activities as well as meeting the general and specific duties imposed on it through the legislation. Please refer to PSH's Equality and Diversity Policy to read the policy details in full.

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