

Fire Policy

1. Purpose and Legislative Context

This policy outlines Leeds Federated's commitment to fire safety, in compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRO2005), the Fire Safety Act 2021, and the Fire Safety (England) Regulations 2022. It aims to reduce fire risk and ensure the safety of residents, staff, and visitors across all applicable properties.

Applicable properties include:

- Non-Domestic premises including offices and other workspaces.
- Common parts of residential buildings including communal corridors, stairways, bin stores and shared entrances / exits.
- External building elements to multi-occupancy residential buildings including external walls and flat entrance doors leading off communal corridors.

Aligned with our vision of Helping People Make a Home, this policy supports our strategic objective **Thrive**.

2. Fire Safety Responsibilities

To comply with legislation, the Association will:

- Provide and maintain appropriate fire detection systems, emergency lighting, fire-fighting equipment, smoke ventilation, sprinkler systems, BMS/UPS systems, signage, and protected escape routes.
- Conduct fire drills, maintain formal records, and implement fire testing and inspection regimes.
- Ensure competent persons are available to implement procedures and maintain records.
- Carry out suitable fire risk assessments to evaluate fire precautions and ensure legal compliance.
- Train staff and management in fire safety procedures and provide refresher training.
- Audit all fire precautions and documentation for compliance.

In order to support on-going compliance, the Association will also:

- Implement and manage the fire risk assessment programme.
- Record, report, investigate, and analyse fire incidents and enforcement activity.
- Liaise with authorities, including local authorities, the Regulator of Social Housing, and fire and rescue service, and respond to queries, enforcement actions or advice.
- Approve relevant property alterations or new fire safety installations.

- Manage installation, servicing, and testing of fire safety equipment and systems provided for fire safety (such as fire extinguishers, smoke detectors, automatic detections, and alarm systems, etc.). This will be in place to ensure that they are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- Prioritise and complete fire remedial works based on risk with appropriate timescales allied to those works or associated actions.
- Review and amend the policy as required following changes in legislation or stock.

3. Conducting a Fire Risk Assessment (FRA)

The Association will carry out a review of all fire risk assessments.

FRAs will be reviewed under the following circumstances:

- Natural review date (within 28 calendar days of the review date and within the same calendar month when possible).
- Following a fire or near miss.
- Introduction of significant risk or new work practices.
- Changes affecting escape routes or alarm systems.
- Other circumstances identified by responsible persons.

All FRAs will be recorded and stored securely, being retrievable when required. Copies may be provided to customers with guidance and redaction if necessary.

4. Asset Register

A central register will be maintained for all applicable properties under this Policy, including those classified as 'Qualifying Blocks'. Each asset will be clearly referenced to its corresponding FRA.

5. Personal Emergency Evacuation Plans (PEEPs)

PEEPs are created for individuals requiring assistance during evacuation. They apply to offices, Housing for Older People (HOPs), and supported living schemes.

PEEPs will be:

- Completed by competent persons.
- Reviewed annually or upon change.
- Required for staff and residents who self-declare a relevant disability. This includes include both physical disabilities and mental health disabilities/impairments.

6. Weekly Checks and Fire Door Inspections

Leeds Federated will, where it is practicable to do so, undertake the following:

Weekly inspections including:

- Fire alarms – weekly testing.

- Emergency lighting – weekly visual inspections and monthly flick tests.
- Fire-fighting equipment - weekly visual inspections.
- Communal Fire doors, intumescent strips, door closers, hold open devices, fire glazing and signage - weekly visual inspections
- Communal areas prioritised for inspections.

For buildings over 11 metres:

- Communal doors inspected quarterly.
- Flat entrance doors inspected annually.

Inspections should be carried out when it is reasonably possible, safe, and feasible given the specific circumstances.

The related FRAs may specify further requirements and / or recommendations.

7. Roles and Responsibilities

Leeds Federated Housing Association is the 'Responsible Person' under RRO2005.

Operational responsibilities are **delegated** to managers or competent staff within Leeds Federated who oversee fire safety compliance day-to-day.

The Head of Asset Management: Ensures the requirements are embedded in our Building Safety approach.

Asset Manager Building Safety: Ensures that competent staff and suppliers are in place to deliver risk assessments, servicing, safety checks and day to maintenance including all associated reporting requirements.

8. Contractors and Suppliers

All third-party suppliers must comply with fire safety procedures relevant to their work. We will check for appropriate Method Statements when it is appropriate to do so.

9. Employee Responsibilities

Leeds Federated employees will:

- Follow fire safety procedures and safe systems of work.
- Avoid misuse of fire safety equipment.
- Report hazards or concerns promptly.
- Participate in fire drills and training.
- Inform managers of any disability affecting evacuation.
- Report near misses, fires, or false alarms.

10. Communication Plan

Leeds Federated will:

- Promote fire safety to tenants, staff, and contractors.
- Engage with customers and respond to feedback.

- Notify customers before accessing properties for servicing.
- Work with customers to reduce fire risks.
- Use our website and other channels to promote fire safety.
- Collaborate with peer organisations to share best practices.

11. Key Points for Customers

- FRAs are reviewed regularly and available upon request.
- Communal fire doors are inspected and maintained.
- Weekly checks are conducted on fire safety equipment.
- PEEPs are created for those who need evacuation assistance in Housing for Older People (HOPs) and supported living schemes.
- Advance notice is given to access your home for servicing, installations or repairs.
- Information is provided about fire safety and evacuation.
- Support is available for all customers, particularly those with specific needs or disabilities.

You can contact us with any questions or to raise concerns by any of the following:

- Calling us on 0113 386 1000
- Emailing us at hello@leedsfed.com
- Writing to us at:
The Tannery, 91 Kirkstall Road, Leeds, LS3 1HS

You can find more information on our website:

<https://www.lfha.co.uk/>

12. Key points for committee members and the regulator

Monitoring, evaluation, and reporting

Leeds Federated will monitor, evaluate, and report on the activities undertaken to deliver this Policy, through the relevant Tenant Satisfaction Measures and accompanying key performance indicators, on our balanced scorecard and quarterly reports to Health and Safety Committee.

We will also:

- Instruct independent audits from time to time to verify compliance
- Include Fire Safety in the Annual Building Safety Compliance Report
- Conduct Contractor Performance Meetings to monitor delivery of services undertaken on Leeds Federated behalf to ensure compliance

The budget allocated to the delivery of works to ensure compliance with the requirements of this Policy will be monitored against expenditure.

13. Policy Updates

This policy is maintained by the Head of Asset Management and will be reviewed every two years or sooner if legislation or operational needs change.

Approved November 2025