Policy title	**Fire Safety Policy**
Summary	The aim of this policy, and the associated procedures and control documents is to ensure the safety and mitigate risks associated with fire.
Scope	This policy applies to all properties owned or managed by MSV.
Author & Job Role	Callum Jones – Director of Asset Strategy
Business Area	Homes – Asset Strategy
Document Status	Draft V8.0
Document Reference	Homes – Asset Strategy/Fire Safety Policy/2.0
Dates: - **Draft** - **Approval/Ratified** - **Effective From** - **Review Due by**	 14 September 2026 16 October 2026 14 September 2026 14 September 2027
EIA completed **Other IAs completed**	14 September 2026 N/A
Consultation	Senior Leadership Team Compliance Team Inspectas Fire Safety

Contents

1. **Introduction/Policy Purpose**
2. **Scope**
3. **Definitions**
4. **Roles & Responsibilities**
5. **Monitoring, Review & Evaluation**
6. **Related Documents**
   - 6.1. The Fire Safety Management Plan (FSMP)
   - 6.2. Operational Procedures 1-19
   - 6.3. Appendices 1-39
7. **Version History**
8. **Delivering the Policy/Procedure**
9. **Appendices**

1. Introduction & Policy Purpose

The overall aim of this policy, and the associated procedures and control documents is to ensure the safety and mitigate risks associated with fire for people living and working in properties, owned or managed by Mosscare St Vincent's [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with fire so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring fire safety. This purpose of this policy is to ensure MSV meets its obligations under the following legislation:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Regulatory Reform (Fire Safety) Order 2005
- Approved Document B: Fire Safety – Volumes 1 & 2
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- The Higher-Risk Buildings (Key Building Information etc.) (England) Regulations 2023
- The Building Safety (Registration of Higher-Risk Buildings and Review of Decisions) (England) Regulations 2023
- The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023
- The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency as outlined below:

(Registered Providers must) meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes)

2. Scope

This policy applies to all properties owned or managed by MSV.

3. Definitions

The key MSV policy objectives are:

1. Carry out regular Fire Risk Assessments in all qualifying blocks as follows:

    a) yearly basis for 'High Risk' assets
    b) three yearly for 'Low Risk' assets
    c) Three yearly for 'Very Low Risk' assets

2. Keep a register of Fire Risk Assessments [the FRA Register] recording the date of the last assessment.

3. Identify & deal with any hazards or lack of suitable fire management controls found, by taking corrective and remedial actions [Fire Actions] in timescales as defined in the Fire Safety Management Plan (FSMP).

4. Keep a register of Fire Actions [the Fire Action Register] recording the due date to complete the action (as set out in the FRA) and the actual date of completion.

5. Carry out inspections of qualifying blocks as defined in the Fire Safety Management Plan.

6. Ensure that all fire alarm\detection\safety equipment has been serviced and maintained on programme.

7. Annually review the job profiles, skills, knowledge, experience and competence of those staff involved in the delivery of this policy and, where necessary, provide training so that they can deliver this policy.

4. Roles and Responsibilities

The accountabilities for implementation of this policy are as set out below:

1. The Chief Executive retains overall accountability for the implementation of this policy and is the Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005

2. The Executive Director – Homes is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.

3. The Director of Asset Strategy is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.

4. The Head of Compliance & Building Safety is responsible for maintaining the registers and is accountable for achieving the targets associated with the key policy objectives.

5. The Compliance Lead – Fire is responsible for operational delivery, including the management of contractors resolving fire safety actions and fire safety related services and updating Registers as appropriate.

6. The Neighbourhoods & Independent Living Teams shall support Asset Management and contractors' teams in gaining access to carry out fire safety work and for resolving fire actions as necessary and updating registers as appropriate.

7. The Director of Development & Investment is responsible for ensure a pre-occupation FRA is undertaken.

8. The Director of Asset Strategy is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations and monitoring Enforcement Notices.

9. The retained Fire Safety Consultant is responsible for ensuring FRAs are carried out by competent assessors, using approved template based on PAS: 79-1:2020 in non-housing premises, and BS 9792:2025 in housing, to meet industry best practice standards.

5. Monitoring, Review & Evaluation

The effectiveness of this policy will be monitored using a set of performance measure as below:

Measure	Target	Reporting Interval	Reviewed by
% of qualifying blocks with current FRA on file	100%	Monthly	Head of Compliance & Building Safety - Weekly Director of Asset Strategy - Monthly
No. of overdue Fire Actions	Zero		
No. of outstanding Notices of Deficiency or Enforcement Notice received from Fire Authorities	Zero		
% of qualifying blocks that have had all inspections carried out	100%		

% of qualifying blocks that have had all fire alarm\detection\safety equipment serviced and maintained on programme	100%		Customer & Communities Committee and Board - Quarterly

Policy implementation will be reviewed:

1. Monthly by the Director of Asset Strategy via SLT.
2. At each Committee and Board meeting via the regular Asset Compliance report.
3. By the MSV external & internal audit teams, as required, and a report provided to the Audit & Risk Committee or Strategic Safety Forum.

The operational oversight of this policy will sit at the Strategic Safety Forum.

This policy will be reviewed annually, or earlier where required, to reflect changes in legislation, regulatory or statutory guidance, organisational arrangements, building safety requirements, significant fire-related incidents, enforcement action, or any other material change that may affect fire safety management or compliance.

6. Related Documents

6.1. The Fire Safety Management Plan (FSMP)
6.2. Operation Procedures 1-19
6.3. Appendices 1-39

7. Version History

Version	Date	Description/Summary	Status	Author
V1.0	06/06/2018	New policy launch – date of first approval.	Approved	Philip Glover
V2.0	09/14/2019	Annual review with minor revisions.	Approved	Callum Jones
V3.0	09/14/2021	Annual review with minor revisions.	Approved	Callum Jones
V4.0	09/14/2022	Annual review with minor revisions.	Approved	Callum Jones
V5.0	09/14/2023	Annual review with minor revisions.	Approved	Callum Jones
V6.0	09/14/2024	Annual review with minor revisions.	Approved	Callum Jones
V7.0	03/10/2025	New template with minor revisions.	Approved	Callum Jones
V8.0	14/09/2026	New template with minor revisions.	Approved	Callum Jones

8. Delivering the Policy/Procedure

MSVs Fire Safety Management Plan (FSMP) details the processes in which risks associated with fire safety are managed. This document explains how MSV meet the requirements of this policy.

Its purpose is to clearly set out the management arrangements that have been put in place, identify the responsibilities of teams, individual staff members and contractor's personnel and clarify the core processes designed to ensure effective implementation.

This document must be followed by all employees, customers and stakeholders of MSV to understand the obligations placed upon them to maintain a safe environment within all properties owned or managed by MSV.

This document is broadly based upon PAS 7 – Fire Risk Management System together with consideration of BS 9997: 2019 Fire Risk Management Systems (FRMS).

9. Appendices

None.

10. Impact Assessments

Equality Impact Assessment (EIA)

Name of Policy	MSV Fire Safety Policy	
Date of Assessment	14th September 2026	
Name & Role of Assessors	Callum Jones – Director of Asset Strategy	
What are the desired outcomes of the policy?	The overall aim of this policy, and the associated procedures and control documents is to ensure the safety and mitigate risks associated with fire for people living and working in properties, owned or managed by Mosscare St Vincent's.	
Who are the main stakeholders in relation to the function?	Occupiers of our properties, visitors, staff, contractors and the general public, from the risks associated with fire so far as is reasonably practicable.	
Who will be consulted and what types of consultation will be carried out?	People & Talent, Compliance, Customer Services, Health & Safety, Property Services, Development, Asset Management.	
Summarise any evidence considered	SharePoint Link: Review Comments 2026	
Could the function have a differential impact on:		**What evidence exists to support your analysis?**
	Yes / No	
Race Consider language and cultural factors	Yes	Where it becomes apparent that customers require communication in a language other than English, such communication will be translated beforehand, or conversations held through Language Line.
Gender reassignment Consider people proposing to or have undergone a process of having their sex reassigned.	No	
Disability Consider physical, visual, aural impairment, mental, learning difficulties	Yes	Where it becomes apparent through the vulnerability markers that customers have learning difficulties or other impairments such as hearing or visual, MSV will accommodate their individual needs throughout the process. **Section 11 – Emergency Evacuation of the FSMP.** 11.0 Emergency Evacuation 11.1 Types of Evacuation • Total Evacuation • Stay Put (Stay Safe)

		• Phased Evacuation 11.2 Person Centred Risk Assessment (PCRAs) 11.3 Grab Bags
Age Consider Elderly or young people	Yes	As above [Disability].
Sexuality Either know or perceived	No	
Gender	No	
Religion or belief Consider religious or cultural observance including non-belief, practices of worship	Yes	Where it becomes apparent that customers hold specific beliefs, cultural considerations will apply both while carrying out home visits, and also during religious celebrations when arranging appointments.
Other protected or vulnerable characteristics: • marriage or civil partnerships • pregnancy or maternity?	No	

In what areas could the differential identified be considered to have an adverse impact in this function and what solutions will be introduced to overcome these adverse impacts?	Where it becomes apparent that customers require communication in a language other than English, such communication will be translated beforehand, or conversations held through Language Line. MSV will accommodate customers individual needs throughout the process when identified as having learning difficulties or other impairments such as hearing or visual, through vulnerability markers. For customers who hold specific religious beliefs, cultural considerations will apply both while carrying out home visits, and also during religious celebrations when arranging appointments.
In what areas could the differential identified be considered a positive impact in this function and what strategies will be introduced to safeguard and spread these positive impacts?	These functions will improve the customer experience to ensure the process is followed, understood and cause minimal adverse impact to the customer. This will be achieved through specific consideration of their individual needs. These differentials are all positive and have been put in place to enhance the safety of occupiers of our properties from the risks associated with fire. Section 11.3 Grab Bags within the FSMP notes the safeguarding strategy. M:\Public\11 Asset Management\Compliance\3Dk Data Request\Fire\2. Procedure\Fire Safety Management Plan\Fire Safety Management Plan.docx
Which Action Plans have these solutions/strategies been transferred into?	Fire Safety Management Plan (FSMP) and associated appendices.
Who will be responsible for monitoring these Action Plans?	The Head of Building Safety & Compliance along with the Head of Compliance & Building Safety are responsible for monitoring these action plans.

Ratified by: SLT/Executive **Date:** 16 October 2026