

Fire Safety Policy

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1. Our purpose

We're proud to be able to support tens of thousands of people across England by providing affordable housing and care to help people live independently.

Everything starts at home, and we are privileged to be able to do work which makes a real difference to the lives of people in our communities. Everything we do is about people – whether that's providing a good quality, safe home or providing care which helps someone to live an independent life.

We live and breathe this social purpose.

2. Introduction

2.1. This Policy sets out GreenSquareAccord's (GSA) commitment to ensuring its compliance with fire safety legislation, regulations and best practice within its homes, care homes, extra care schemes, community centres, sheltered housing, workplaces and any other property owned or managed by GSA.

2.2. It is supplemented by a series of procedures which set out our more detailed approaches to managing fire safety.

2.3. The aims of this policy are to:

- Ensure that we are fully compliant with all legislation and regulations that applies to fire safety.
- Set out how we will deliver our responsibilities through regular planned fire risk assessments, remedial actions and cyclical service and maintenance.
- Inform our customers, colleagues and stakeholders about the approach we take in ensuring their safety, and explain how they can support us to deliver this.

3. Scope of Policy and Exclusions

3.1. The scope of this Policy covers all properties owned and managed by GSA (unless other parties are explicitly specified as having responsibility for fire safety in a legal agreement (e.g. lease or management agreement)).

3.2. Fire safety responsibilities are set out in legislation (see section 12). These will differ depending on the type of property, including whether it is domestic / non-domestic (commercial), its use, its height and whether it houses multiple flats / occupants. The Procedures which accompany this Policy set out more details regarding the different provisions which relate to different types of property.

4. Definitions

Assured Advice	Advice issued through our Primary Authority Scheme (PAS) Partnership, that has been approved and published on the Primary Authority Register.
Competent Person	One or more persons who are trained, experienced, skilled and appointed to carry out preventative and protective measures.
Enforcement	Enforcement activity, usually carried out by the relevant Fire and Rescue Service as the Fire Authority for the geographical area.
Fire Risk Assessment (FRA)	An organised and methodical look at a property, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.
Fire Safety Information	Information relating to the design and construction of the building, including any services, fittings and equipment provided which will assist the responsible person to operate and maintain the building with reasonable safety.

Fire Strategy	A document specifically tailored to a building, reviewing all aspects of the building's fire safety features including construction, compartmentation strategy, fire safety management arrangements, evacuation strategy, fire safety assets within the building, means of escape and other fire safety features / measures.
Hazard	Anything with the potential to cause harm

Regulation 38 (Building Regulations 2010)	Legislation that stipulates that the person responsible for the building has sufficient information relating to fire safety to enable them to manage the building effectively. This is achieved when the person responsible for the building has all the information to enable them to: • Understand and implement the fire safety strategy of the building • Maintain any fire safety system provided in the building • Carry out an effective fire risk assessment of the building
Relevant Persons	Any person (including the Responsible Person) who is or may be lawfully on the premises. This includes any person in the immediate vicinity of the premises who is at risk from a fire on the premises.
Relevant building	A building to which the Regulatory Reform Fire Safety Order (RRFSO) applies or will apply after the completion of building work.
Relevant change of use	A material change of use where, after the change of use takes place, the RRFSO will apply, or continue to apply, to the building.
Responsible Person	For GSA this is the person who has been nominated (usually by the relevant service area or under a Policy or Procedure) as having responsibility for carrying out certain tasks and responsibilities.
Risk	The chance of harm occurring (likelihood and severity).
Simultaneous evacuation	An evacuation strategy determined by the Fire Risk Assessment where all occupants leave the building at the same time in a single phase.
Specialised Housing	Housing intended specifically for people who, by virtue of age, mobility, medical, mental health or cognitive impairment, are to an extent vulnerable or dependent but not always, age designated accommodation eg over 55 years also comes under the category of specialised housing. These may include, to some degree, the need for care and support services but do not include Residential Care Premises.

PCFRA – Person Centred Fire Risk Assessment	The person-centred fire safety risk assessment considers how a person's characteristics, behaviour and capabilities may increase the likelihood of a fire or affect their ability to recognise and respond to a fire or warning of fire
PEEP – Personal Emergency Evacuation Plan	An evacuation plan personal to the individual. The plan is developed based on their requirements when evacuating the building during a fire.
Premises information boxes	A recognised focal point where specific building information is stored to assist Fire and Rescue Services in the event of an emergency situation in a building.
Stay Put	An evacuation strategy used within purpose building blocks of flats This is used to maintain the safety of people who are not in the immediate proximity of a fire.
Phased Horizontal Evacuation	Horizontal, phased evacuation is the method of moving people away from the area of danger to a safer place on the same floor until they can be assisted to get to a place of total safety
Golden thread of information	The purpose of the 'golden thread' is to have the right information in order to understand the building and the steps needed to keep both the building and the people living in it safe throughout the life span of the building

5. Roles and Responsibilities

5.1. The **Executive Board** is responsible for ensuring that appropriate arrangements and resources are put in place for ensuring fire safety which complies with legal and regulatory standards. They are also responsible for reporting any regulatory breaches to the Regulator of Social Housing in line with organisational policies.

5.2. The **Chief Property Officer** is responsible for:

- Ensuring that appropriate mechanisms are in place for monitoring compliance with fire safety legislation, regulation and policies and procedures.
- Reporting levels of compliance to GSA's Board.

5.3. The **Director of Repairs and Maintenance** is responsible for

- Ensuring that appropriate resourcing is in place for the delivery of fire safety works.
- Reporting on the delivery of fire safety works against agreed programme/s.
- Ensuring appropriate procedures and processes are in place to meet the requirements contained within this policy.
- Formulating programmes of work consistent with the delivery of this Policy.
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Monitoring the performance of all work streams undertaken to ensure compliance with statutory requirements and this Policy.

- Monitoring the performance of contractors appointed to undertake fire safety works in GSA buildings.
- Ensuring that suitable and competent resources are in place for the delivery of fire safety works.
- Ensuring contractors engaged to carry out fire safety works are procured with the required qualifications and competency.

5.4. The **Head of Health and Safety** is responsible for:

- Reviewing reporting (second line assurance) on fire safety compliance to the Executive Board, the GSA Board and its Committees.
- Ensuring that GSA has appropriate procedures, processes and internal controls in place which comply with all legal, regulatory and policy requirements.
- Reviewing changes to legislation and regulation to ensure that this policy remains compliant with them.
- Ensuring that appropriate mechanisms are in place for monitoring compliance with electrical safety legislation, regulation and policies and procedures.
- Reporting all material issues of non-compliance (whether potential or actual) to the Executive Board.

5.5. The **Head of Fire Safety** is responsible for:

- Acting as the first point of contact and competent person for all fire safety related matters.
- Maintaining a master asset database of all properties (domestic and commercial) where we have a responsibility to carry out fire safety checks and maintenance.
- Managing the availability of correct stock data and landlord compliance data subsets against which work programmes and contracts are prepared.
- Overseeing data reconciliation exercises to ensure that all properties for which we have a responsibility are included on the servicing programme.
- Reporting (first line assurance) on fire safety compliance to the Executive Board, the GSA Board and its Committees.
- Leading the development of the Fire Policy and associated policies and procedures.
- Raising the profile of fire safety and fire safety risk management awareness across GreenSquareAccord.
- Reporting all material issues of non-compliance (whether potential or actual) to the Executive Board.
- Managing and leading a fire safety team with the skills, knowledge, and experience necessary to deliver the commitments outlined in this Policy.

- Developing and producing fire safety information for customers.
- Acting as subject matter expert in specifying required fire safety training to achieve high standards of fire safety management.
- Receiving audit feedback and act upon findings.
- Monitoring the quality and correct storage of all certification and documents required to demonstrate compliance with fire safety.
- Implementing and maintaining Data Governance Protocols for fire safety data.

5.6. The **Head of Property Compliance** is responsible for:

- Overseeing the maintenance and servicing of all fire equipment.
- Reporting all material issues of non-compliance and delivery performance (whether potential or actual) to the Head of Fire Safety.
- Ensuring all certification and evidence required is readily available.
 - maintenance and servicing of fire equipment as per the procedure
 - Reporting to Fire Safety team any fire assets out of operation that can't be repaired within 24 hours.

5.7. The **Head of Project Delivery** is responsible for:

- The delivery of associated actions arising from the Fire Risk Assessment programme
- Overseeing, monitoring and ensuring the appointment and procurement of fire related contractors meet the requirement within the Procurement Policy and reviewed any technical specification with the Head of Fire Safety.
- Ensuring all necessary documentation and accreditations have been received and are monitored.
- Escalating any issues to the Head of Fire Safety.

5.8. The **Head of Data and Analytics** is responsible for:

- Ensuring that GSA has appropriate controls in place for ensuring the accuracy and integrity of data reported as part of the Performance Committee Pack.
- If appropriate controls can't be put in place this is flagged through the Kitemark assessment for the relevant performance measure.

5.9. **Directors** for each operation are responsible for:

- Ensuring the operational delivery of this Policy, including putting in place local procedures.
- Ensuring sufficient resource is allocated to managing fire safety actions within their area of responsibility and the relevant arrangements are in place and kept up to date.

- ❑ Ensuring that fire safety arrangements are in place, monitored and reviewed in their area of operation.
- ❑ Informing the fire safety team of a relevant change of use to a building which falls into their area of responsibility.
- ❑ Ensuring employees are recommended for fire safety training requirements for their role.
- ❑ Putting in place and monitoring controls in respect of ensuring contractor competencies for fire safety work.
- ❑ Escalating any fire safety concerns to the Head of Fire Safety.

5.10. The **Head of Development** is responsible for:

- ❑ Appointing competent Principal Designers with fire safety design expertise.
- ❑ Ensuring for any new build property the fire strategy is appropriately reviewed in conjunction with the Fire Safety Team, where the building has started this must be completed at the earliest opportunity.
- ❑ Ensuring any variations to GSA's new build / development requirements are approved by the Group Fire Safety Team or nominated competent persons as they may require.

5.11. The Head of Procurement is responsible for:

- ❑ Ensuring that processes are in place to assess risks at procurement stage.
- ❑ Ensuring that tender evaluations and contract specifications include consideration of the fire safety technical requirements, specifications, and competent consultant review.

5.12. **Managers** are responsible for:

- ❑ Ensuring the effective day to day management of health and safety (including fire safety) within their scope of responsibility.
- ❑ Ensuring that any accidents, incidents, near misses and hazards (including fires) are recorded, reported and investigated.
- ❑ Ensuring fire safety information is disseminated to GSA colleagues, customers and stakeholders as appropriate.
- ❑ Undertaking dynamic, person-centred and fire related risk assessments as appropriate and ensure control measures are maintained, monitored and reviewed.
- ❑ Ensuring Personal Emergency Evacuation Plans (PEEPs) and Person Centred Fire Risk Assessment (PCFRAs) are appropriately maintained, monitored and reviewed, in line with GSA's Procedure.
- ❑ Ensuring any contractors under their supervision are competent and procured in line with GSA's Procurement Policy.

- ❑ Identifying and informing their Director/Head of Department of any individual or training needs in relation to fire safety for themselves and their direct reports and fulfilling these needs.
- ❑ Consulting with employees and the Fire Safety Team when considering changes in working arrangements which may impact on fire safety.
- ❑ Ensuring fire risk actions arising from fire risk assessments within their area of responsibility are addressed and closed out. This includes ensuring that sufficient team members have access to Riskhub and resource is allocated to the management of fire safety actions.

Those with responsibility for a premises are responsible for:

- ❑ Ensuring written fire procedures are in place for any premises within their responsibility and are reviewed regularly.
- ❑ Informing the fire safety team of a relevant change of use to a building which falls into their area of responsibility.
- ❑ Ensuring any delegated fire safety related compliance activities are appropriately undertaken, including programmes of regular tests and checks.
- ❑ Ensuring that any equipment, devices or facilities that are provided in their premises for the safety of people, such as fire alarms, fire extinguishers, lighting, signs, fire exits and fire doors, are kept in effective working order.
- ❑ Ensuring regular checks, periodic servicing and maintenance is carried out whatever the size of their premises and any defects put right as quickly as possible.

5.13. All **colleagues** are responsible for:

- ❑ Taking reasonable care of themselves and others around them.
- ❑ Considering the safety of other persons who may be affected by their acts or omissions.
- ❑ Working in accordance with this Policy, associated Procedures and any other information, instruction and training provided.
- ❑ Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety or fire safety reasons (including firefighting equipment).
- ❑ Reporting any hazards, defects and shortcomings in existing fire safety arrangements to their line manager without delay (escalating to the Head of Fire Safety where required).
- ❑ Reporting any accidents or incidents to their line manager without delay.
- ❑ Completing any mandatory fire safety training within stipulated timeframes.
- ❑ Complying with all health and safety and fire safety policies, procedures, associated instructions and working practices.

5.14. **Customers** are responsible for:

- Allowing GSA colleagues or contractors access to the property for the purposes of fire safety checks as per the terms of their tenancy or leasehold agreement.

6. Policy

General Fire Procedures

6.1. GSA properties will have suitable written fire procedures, taking into consideration the nature of the activities in the premises, the size of the premises and the type and use of the premises. This will include a Fire Evacuation Plan to be followed by all colleagues in the event of fire and/ or activation of the fire alarm. Please see the Fire Evacuation Procedure for further guidance.

6.2. Each Property will have appropriate signage, taking into consideration the nature of the activities in the premises:

- Fire notices will be displayed in buildings. These notices will follow a standard template in accordance with the BS 5499.
- Wayfinding signage for the use of operational firefighters will be displayed in buildings of 18 metres or seven stories or more.

Fire Risk Assessments

6.3. Requirements for carrying out Fire Risk Assessments (FRAs) are set out in the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). This applies to:

- All workplaces and commercial buildings; and
- Non-domestic parts of multi-occupied residential buildings.

6.4. We carry out FRAs for all properties in the scope of the RRFSO. Further details, including the management of actions arising from the FRAs, are set out in the Fire Risk Assessment Procedure.

Testing, Inspection and Servicing of Fire Safety Systems and Equipment

6.5. Requirements for testing, inspecting and servicing fire safety system are set out in the Regulatory Reform (Fire Safety) Order 2005. This states that GSA must ensure that, in any premises under our control, fire safety systems and equipment must be:

- subject to a suitable system of maintenance
- maintained in an efficient state
- in efficient working order; and
- in good repair.

- 6.6. We test, inspect and service fire safety systems and equipment in line with the requirements of the RRFSO. Further details are set out in the Testing, Inspection and Servicing of Fire Safety Systems and Equipment Procedure. Additional information in respect of Fire Doors is set out in the Fire Door Management Procedure.
- 6.7. The Head of Project Delivery is responsible for maintaining records of any fire safety systems and equipment and for ensuring that programmes of regular checks are in place for its inspection and maintenance. Records should be held in an electronic format and kept up to date.
- 6.8. Any persons nominated to carry out routine testing and checks, including maintenance and servicing, will be competent to do so.

Installations

- 6.9. Installations of fire safety equipment / provisions will be in accordance with GSA's technical specification (or the manufacturer's specification) in relation to the specific equipment installed. Technical specifications for all fire safety related installations will be recorded, shared with relevant contractors and will be subject to regular review. Time periods for review shall include notable changes to legislation or fire safety guidance.
- 6.10. Technical specifications (where relevant) will be reviewed at the point of any procurement activity. An external review shall be conducted of technical specifications by a competent fire safety consultant as a minimum every 5 years, or upon re-procurement, whichever is sooner.
- 6.11. GSA will ensure installations and associated technical specifications include the requirements for third party accreditation (where relevant) for the applicable fire safety installation. The details of which will be included in the technical specifications.

Contractor competence and Management

- 6.12. All contractors appointed by GSA will be assessed as being appropriately competent to undertake the work for which they are being considered. Relevant contractors, where possible, should be third party accredited to a nationally recognised scheme, as detailed in the technical specifications.
- 6.13. GSA will ensure that suitable fire safety conditions are imposed on all external contractors and that works are carried out and supervised in line with the Management of Contractors Policy. Any conditions put in place should be work-specific and ensure that contractors do not place themselves at risk or place any other relevant persons at greater risk from their acts (or omissions).
- 6.14. GSA will ensure satisfactory control over works carried out by both external and inhouse contractors. This will involve confirmation of competent contractors and controlling and checking safe working practices and procedures.

New Build Properties

- 6.15. For new build projects, designers will ensure compliance with the latest Building Control and Fire Authority Regulations as well as considering operational safety requirements. The Director of Development is responsible for ensuring that legal and operational requirements are met. Fire safety features will be installed and commissioned by suitably accredited contractors.

- 6.16. The Fire Safety Team must be involved in discussions from early inception (i.e. the design phase) to final handover of information, including the requirements of Regulation 38 of the Building Regulations 2010. The Regulation requires that the person carrying out the work shall give fire safety information to the Responsible Person no later than the date of completion of the work, or the date of occupation of the building or extension, whichever is earlier.
- 6.17. For any new build properties, it will be a requirement to review the proposed fire strategy prior to the start of the build process. The fire strategy must be included and signed off as part of the building design brief at initial concept by the Head of Fire Safety. Any changes to the initial fire strategy carried out during the build must be reviewed and approved by the Head of Fire Safety and agreed by the appropriate statutory authorities prior to acceptance.
- 6.18. Where the developer's approach differs to that of GSA's requirements, any variation to the GSA's requirements must be approved by the Head of Fire Safety, solely or in conjunction with a nominated person e.g. appointed fire engineer, as part of the review of the fire strategy.
- 6.19. The building must not be occupied until those recommendations of the pre-construction fire risk assessment that require implementation pre-occupation have been fully implemented or the Head of Fire Safety has agreed to an alternative. Any non-urgent recommendations that remain (and can be completed after the building is occupied) will be picked up as part of the regular reporting arrangements and tracked to completion.
- 6.20. Both the fire strategy report and the pre-construction fire risk assessment must be completed by a competent person, with sufficient skill, knowledge and experience.

Property Acquisitions

- 6.21. Any properties being acquired through purchase, Section 106, or other means, must have either a type 3 fire risk assessment or pre-construction fire safety assessment completed prior to the completion of the sale. We may consider using type 4 if we feel there is a high level of risk (e.g. a high-rise building) - this would be considered on a case-by-case basis.
- 6.22. All fire safety documentation should be submitted to the Head of Fire Safety prior to occupation for review and sign-off.

Higher Risk Building Management

6.23. Higher Risk Buildings are defined in the Building Safety Act and are the subject of developing legislation. For the purposes of this Policy and any associated GSA procedures, this means:

- Buildings over 18m, or 7 storeys or more above ground;
- Buildings over 11m or 5 storeys
- Residential care premises (including care homes and extra care schemes).

6.24. For Higher Risk Buildings, additional legal and regulatory requirements apply due to the increased risk to customers. More details on our approach are found in the Higher Risk Building Management Procedure.

7. Monitoring and Reporting

We ensure that we monitor and report on fire safety compliance through a number of KPIs.

7.1. The Head of Health and Safety, in conjunction with the Head of Fire Safety is responsible for monitoring and reporting on agreed KPIs including:

- Fire Risk Assessment compliance;
- Overdue actions arising from the Fire Risk Assessment programme.

7.2. Additional reporting and monitoring takes place at a number of different levels in the organisation. This includes at the Board (via the Performance Scorecard), Financial Performance and Monitoring Group.

8. Assurance

- Internal Audit – Fire safety will be included within the internal audit programme which will review adherence to policy, process, data and record keeping.
- External Audit / Validation – In addition to the internal audit programme, GSA's Fire Risk Assessors undertake regular review of our fire safety risk action management process. This includes regularly inspecting, checking and reporting on the quality of fire risk action remedial work arising, as part of the fire risk assessment review process.
- Independent fire safety specialists will be engaged where required to provide specialist advice and support on technical aspects of fire safety.

- Primary Authority Scheme – GSA has entered into a Primary Authority Partnership with Oxfordshire Fire and Rescue Service, which undertakes regular inspections to GSA premises. These include a review of the fire risk assessment, a review of fire safety management arrangements, inspection of servicing and maintenance records, including in house testing routines, means of escape and fire safety training records.
- Pro-active engagement via our Primary Authority Partner is also conducted with external Fire and Rescue Services via our inspection plan, published on the PAS register, via the Office for Products and Safety Standards.

9. Equality Impact Assessment

- 9.1. We take account of known individual or collective needs identified in risk assessments when planning our fire safety arrangements and considering measures to reduce fire risk.
- 9.2. Where needs are identified, we put in place bespoke arrangements as required. These may include:
- A Person-Centred Fire Risk Assessment (PCFRA) which recognises the particular needs of vulnerable residents (e.g. where mobility and other issues make escape by an individual resident problematic). This may result in the need to provide additional fire safety measures, such as more extensive fire detection, or even a personal protection water mist system, within a particular resident's accommodation.
 - A Personal Emergency Evacuation Plan (PEEP) – An evacuation plan personal to the individual the plan is developed for, based on their requirements when evacuating the building during a fire.
- 9.3. More information is set out in the PEEPs / PCFRAs Procedure.

10. Data Protection Considerations

Considerations has been given to data protection by ensuring this policy adheres to data protection principles, including confidentiality, fairness, transparency and data minimisation.

11. Training and Competency

- GSA has a duty to ensure that colleagues and contractors are appropriately skilled, qualified and are competent to undertake the relevant services and tasks.
- Competency requirements and responsibilities are set out in associated policies and procedures.

- Training requirements for colleagues are reviewed by the Head of Fire Safety to ensure that these meet legal requirements and best practice. Requirements are set out in GSA training matrices. Corporate training is monitored centrally and reported by the Learning and Development Team. Role specific training is monitored by the relevant Director.
- All colleagues have basic fire safety awareness training appropriate to the specific needs of their place of work and their role as part of their induction.

12. Communication and Implementation

Communication

- Fire Safety information will be produced by the Fire Safety Team and shared in a range of ways, including sign up packs, new tenant visits, leaflets, notices, videos, letters, text, email and technical guidance notes, which can be translated to other languages and made available in easy read where requested. The level of engagement will depend on the type of building and the level of risk, as defined by the Building Safety Act and our internal policies and procedures.
- The full range of customer information will also be available on the GSA website and through the intranet.
- Customers living in multi-occupied residential buildings will receive fire safety information relevant to their buildings. This will include information on how to report a fire, the evacuation strategy for their building, any other instruction that tells residents what they must do once a fire has occurred, the importance of fire doors, and how to report any faults, damage or issues. Information will be provided as part of the tenant sign up pack, via signage and on-site notice boards and on our website (with appropriate signposting). Different language and accessible formats for information are also provided where required.
- A resident engagement strategy for sharing building safety information to customers living in buildings over 18m is being developed in line with the timescales set out in the Building Safety Act. More information is included in the Higher Risk Buildings Management Procedure and in the Evacuation Procedure.

Implementation

- Implementation of this policy will be covered through separate policies and procedures as appropriate to the element of the policy as referenced, however, additional principles with regards to certain properties are detailed below:
 - **Residential Care Premises** - GSA will operate Residential Care Premises utilising the Ministry of Housing, Communities and Local Government (MHCLG) document 'Fire Safety risk assessment in Residential Care Premises' and any further fire safety guidance notes published/ shared by the MHCLG.
 - **Sheltered, Extra Care and Supported Housing** - GSA will operate specialised housing using the National Fire Chiefs Council guidance 'Fire Safety in Specialised Housing'.
 - **Third Parties – Including Managing Agents, Co-ops, Almshouses and Commercial Tenants:**

- Where GSA has a management agreement, or lease which places responsibility on GSA to carry out FRAs, servicing and repairs, these shall be undertaken in line with our contractual requirements.
- Where GSA has no responsibility for a fire safety activity, but the property is owned by GSA and requires a Fire Risk Assessment, the Fire Safety Team will seek written confirmation that the relevant third party that they are aware of their legal obligations and request a copy of the FRA. Where no response is received, or GSA receives evidence of poor fire safety practices this will be referred to the relevant Fire and Rescue Service. Records will be kept for a period of three years.

13. Legal and Regulatory Framework

This Policy will be implemented in accordance with the following legal and regulatory requirements:

- **Regulatory Reform (Fire Safety) Order 2005 (RRFSO)** - The RRFSO covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises. It requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case. The RRFSO covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises. It requires fire safety measures to be put in place as far as is reasonably practicable.
- **The Fire Safety Act 2021** – clarifies the scope of the RRFSO to make it clear that it applies to the structure, external walls (including cladding and balconies) and individual flat entrance doors between domestic premises and the common parts of a multi-occupied residential building.
- **The Fire Safety (England) Regulations 2022** – introduces Regulations under the RR(FSO) to implement the majority of the recommendations made to the government in the Grenfell Tower Inquiry Phase 1 report. These Regulations include requirements on secure information boxes, design and materials for external walls, floor plans and building plans, lifts and essential firefighting equipment, wayfinding signage information to residents, fire doors and provision of documents to the local fire and rescue authority.
- **The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025** aim to improve the fire safety and evacuation of residents of specified residential buildings in England who would have difficulties evacuating the residential building by themselves in the event of a fire. This may be due to a physical mobility issue, some other disability such as having a sight or hearing impairment, or a cognitive condition.

- **The Health and Safety at Work etc. Act 1974** – The Act makes provisions for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with activities of persons at work, for controlling the keeping and use and preventing the unlawful acquisition, possession and use of dangerous substances and for controlling certain emissions into the atmosphere.
- **The Management of Health and Safety at Work Regulation 1999** – Introduced to reinforce the Health and Safety at work Act 1974, placing duties on employers and employees including those who are clients, designers, principal contractors or other contractors.
- **The Housing Act 2004** – Covers the enforcement of housing standards, the licensing of houses in multiple occupation and selective residential accommodation, emergency measures, interim and final empty dwelling management orders, overcrowding, secure tenancies, tenancy deposit schemes and further supplementary provisions.
- **The Building Regulations 2010 (as amended)** – A set of requirements laid down by Parliament to ensure that building work is carried out to approved standards, they cover the construction and extension of buildings. They are intended to protect people's safety, health and welfare in and around buildings.
- **Local Authorities Coordinators of Regulatory Services** – a body which provides national guidance on fire safety regulations and best practice for various types of accommodation
- **Building Safety Act 2022** – aims to improve safety in higher risk residential buildings by establishing a new regulatory framework with a focus on competence, accountability and information management.

14. Information Sharing and Confidentiality

We will provide information as required in line with relevant law and regulation.

We collect information (personal data) to enable us to:

- manage and support our relationship with customers to comply with legal obligations □
improve our services
- achieve our legitimate business aims

We are committed to complying with data protection legislation when handling data.

Customers have rights including access to their data and to object to the way it is processed. For more information on how and why we process customer data and how customers can exercise their rights please view our full Privacy Policy on our website at [Privacy notice – GreenSquareAccord](#).

