



WILLOW TREE

HOUSING PARTNERSHIP

Landlord Communal Fire Safety Policy

Version:	V4
Responsibility for the Policy	Head of Assets & Repairs
Date approved by Executive	April 2026
Date approved by Board (if applicable)	July 2026
Date due for review:	July 2028

1. Statement of Intent

Willow Tree Housing Partnership Limited (WTHP) is committed to doing all it reasonably can to reduce the risk of fire and minimise its occurrence. All staff have a role to play in ensuring appropriate fire protection and prevention measures are in place to maximise safety and comply with all legal requirements relating to fire safety.

WTHP will comply with all applicable fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022, and will take all reasonably practicable steps to continuously improve fire safety management in its housing stock.

2. Policy Objectives

2.1 Policy Objectives

This policy applies to all employees, and contractors who are working for or acting on behalf of the organisation.

WTHP will establish and maintain a set of standards for fire safety in its housing properties with the main overarching objectives being:

- Prevention of Fire
- Protection of Life
- Intervention should fire occur
- Communication on fire safety

WTHP will do this by:

- Taking all necessary precautions to ensure that residents, staff and visitors are safe in the event of a fire
- Taking action to reduce the risk of a fire at the premises
- Taking action to ensure that there is a means of escape in the event of a fire
- Ensuring that there are clear instructions as to the fire evacuation policy established for a particular building - whether it is simultaneous evacuation or stay put
- Providing fire alarms where this is appropriate
- Carrying out Fire Risk Assessments (FRA) which are regularly reviewed. Fire Risk Assessments will cover all areas for which WTHP has responsibility, including communal areas, flat entrance doors, the structure and external walls of buildings, balconies and associated attachments, in accordance with the Fire Safety Act 2021.
- Ensuring Fire Doors are regularly inspected and maintained
- Maintain records in respect of fire safety management
- Develop a Personal Emergency Evacuation Plan in conjunction with individual tenants where a need is considered
- Inspecting all communal area where WTHP has a landlord responsibility to

- provide assurance for safety or report defects
- Providing tenants and leaseholders with fire safety information including updating fire safety notice boards, ensuring evacuation plans are current that there is clear and obvious signage in communal areas and that tenancy sign up packs for new residents of communal flat blocks that WTHP are given comprehensive information in regard to fire safety and the importance of fire doors.
- Where there is the perceived risk the landlord will undertake fire safety compartmentalisation checks, this will be visual checks in the first instance with intrusive checks completed if required.

As WTHP's stock is diverse in style, construction and location the fire safety measures taken will vary accordingly as set out in the Fire Safety Standards attached to this policy.

2.2 Responsible Persons

The Head of Assets & Repairs is the responsible person for ensuring that statutory duty for fire safety are met. For the avoidance of doubt, the Head of Assets & Repairs is the "Responsible Person" as defined under Article 3 of the Regulatory Reform (Fire Safety) Order 2005. Whilst fire safety responsibilities may be delegated operationally, overall legal responsibility remains with the Responsible Person.

The Assets & Repairs Manager will have delegated who will ensure that the fire safety policy is implemented, that there are regular checks and inspections completed to provide assurance, that all operational procedures are carried out in timely and effective manner and that any actions or control measures that are required are implemented.

The Assets & Repairs Manager will provide monthly management information to Executive and Leadership Teams on fire safety management, fire risk assessments and the completion of associated actions.

The Assets & Repairs Manager will ensure that all actions or repairs for fire safety management are raised and works completed

The Housing Manager will ensure that monthly communal safety and neighbourhood checks are undertaken and recorded, ensuring that any defects or issues have works orders raised. To ensure that tenancy sign up packs provide comprehensive information on fire safety for new residents of communal blocks of flats.

2.3 Fire Risk Assessments (FRA)

For flats with communal areas, WTHP will carry out an FRA at suitable intervals, i.e. Low risk/low rise every 2 years, Medium risk blocks annually, and whenever there is reason to suspect that it is no longer valid, including following material

alterations, changes in occupancy, fire incidents, or significant findings.

The person carrying out the risk assessment should be competent appropriately qualified with associated accreditations. The risk assessment will apply the principles set out in the Regulatory Reform (Fire Safety) Order. Actions resulting from the FRA will be prioritised with the following target times (from the date of receipt of the FRA):

- Very High Risk – immediate action
- High Risk – 10 days
- Medium Risk- 60 days
- Low Risk – 120 Days

FRA and associated actions to be taken will be reported to the Board on a quarterly basis and residents kept informed.

2.4 Fire safety checks

For all flats with communal areas, WTHP will carry out periodic checks on fire safety equipment and keep appropriate records (where provided) as set out below:

- Fire alarms including Automatic Smoke Vents (monthly)
- Emergency lighting (monthly)
- Fire doors (Communal quarterly, flat front doors annually)
- Communal area checks

2.5 Fire equipment

For all flats with communal areas, WTHP will provide and maintain fire equipment as set out in WTHP's Fire Protection Standards. WTHP will also maintain the fire equipment (where provided) by carrying out a service as set out below.

- Fire alarms (6 monthly)
- Emergency lighting (annually)

Firefighting equipment will be provided where identified as necessary and appropriate through the fire risk assessment process. In blocks with a "stay put" strategy, equipment will not normally be provided for resident use unless risk assessment determines otherwise.

All fire doors and alarm systems will be included in planned programmes of renewal in line with depreciation expectations in accordance with industry standard life expectancy.

2.6 Vulnerable People

WTHP will have in place the appropriate evacuation procedures to ensure vulnerable tenants are not adversely impacted in the event of a fire.

Where appropriate a PEEP (Personal Emergency Evacuation Plan) will be completed by the Housing Manager and copies held on the Tenants record on the Digital

Storage System and within the onsite fire safety box which can be accessed by emergency services.

PEEPs will also be reviewed where circumstances change or following any fire-related incident.

2.7 Head Landlord Responsibilities

WTHP have several leasehold properties where the communal spaces are managed by a third party Managing Agent.

WTHP will request on a period basis for FRA and associated action plans to be submitted on an annual basis

Upon receipt of the FRA, any high-level actions, communication with the appropriate head landlord will be carried out immediately. Further communication will be made to ensure that these actions have been completed in a timely manner and to gain assurance.

WTHP will cooperate and coordinate with any other Responsible Persons or duty holders in accordance with Article 22 of the Regulatory Reform (Fire Safety) Order 2005.

3 Performance Standards

3.1 WTHP will measure performance in respect of :

- FRAs completed within policy
- Actions categorised by priority relating to FRAs.

3.2 This will be reported monthly to Executive/Leadership team and quarterly to the Board.

4 Resident Involvement

4.1 We will work closely with the Resident Scrutiny Panel to ensure tenants scrutinise our Health and Safety performance.

4.2 Our performance will be published on the website and in newsletters.

5. Reference Documents

There is a wide variety of legislation and regulation in respect fire safety; WTHP ensures compliance through internal audit review, monthly executive scrutiny and quarterly reporting to the Board.

External

Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
Fire Safety Act 2021
Fire Safety (England) Regulations 2022
Building Safety Act 2022 (where higher-risk buildings apply)
Housing Act 2004 (HHSRS – fire as a hazard)

Internal

WTHP Landlord Communal Fire Standards (Procedure)
WTHP Fire Door Inspection (Procedure)
WTHP System Alert Policy and Procedure

When setting policy, the WTHP Housing Partnership will ensure a golden thread of best practice runs through all aspects of its operations in respect of equality, diversity and inclusion. It will seek to minimise adverse environmental impacts arising as a consequence of its work. This approach and all policies will be reviewed on their anniversary date or as new guidance or legislation is introduced, whichever occurs sooner.