

Fire Safety Policy London Borough of Hounslow

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Classification	Fire Safety	Equality Impact Assessment	n/a	Data Protection Impact Assessment	n/a
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1. Introduction

- 1.1** The London Borough of Hounslow (LBH) recognises the devastating impact of fire and its responsibility as a Local Authority and Landlord to safeguard all occupants and visitors in its residential, corporate and public buildings. This policy is designed to ensure legal compliance and promote a robust and proactive approach to fire safety management.
- 1.2** This policy supports the Council's strategic objectives for housing safety, resident wellbeing and compliance with national fire safety legislation and guidance.

2. Scope

- 2.1** This policy applies to all properties owned, managed, or maintained by LBH, including but not limited to:
- General Needs Housing
 - Supported and Sheltered Housing
 - Temporary Accommodation
 - Offices and Depots
 - Schools and Educational Establishments
 - Libraries and Leisure Centres
 - Community and Civic Buildings
 - Commercial Units
- 2.2** It applies to all staff, contractors, residents, visitors and stakeholders with a role in maintaining, managing or occupying these premises.

3. Legislative Framework

LBH shall comply with the following core legislation and guidance:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022

- Housing Act 2004
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- The Building Regulations 2010 (including Approved Document B Volumes 1 and 2)

Guidance and Standards:

- NFCC Fire Safety in Specialised Housing
- BS 9991:2015 Fire safety in the design of residential buildings
- BS 9999:2017 Code of practice for fire safety in design, management and use of buildings
- DCLG Fire Safety Risk Assessment Guides

4. Policy Statement

4.1 LBH is committed to:

- Protecting life and property from fire risk across its entire property portfolio.
- Providing and maintaining safe premises that support effective evacuation and fire prevention.
- Ensuring continual compliance with relevant fire legislation and industry best practice.
- Delivering proactive fire risk management via structured governance, training and reporting mechanisms.

5. Roles and Responsibilities

5.1 Chief Executive (Responsible Person)

- Holds ultimate accountability for fire safety.
- Ensures adequate resources are allocated to fulfil duties under the Fire Safety Order.

5.2 Assistant Director for Asset Management & Programme Delivery (Nominated Duty Holder)

- Oversees the implementation of this policy across all applicable properties.
- Provides assurance to the Senior Leadership Team on fire safety performance.

5.3 Property Compliance Team

- Ensures structural, mechanical and electrical fire safety systems are compliant.
- Monitors contractor performance and statutory maintenance.
- Leads on quality assurance and safety reporting.

5.4 Housing Management Team

- Supports tenants in understanding fire safety protocols.

- Ensures mobility scooter storage and charging are appropriately risk assessed.

5.5 Corporate Health & Safety Team

- Provides competent advice.
- Manages employee training and supports enforcement.

5.6 All Employees and Contractors

- Must comply with fire safety instructions.
- Must not interfere with fire safety equipment or compromise means of escape.

6. Fire Risk Assessment Programme

- 6.1** All premises will have a valid, suitable and sufficient fire risk assessment (FRA), carried out by competent assessors in accordance with PAS 79.

FRA Frequencies:

- High-Rise Residential Buildings: Annually
- Medium-Rise Residential: 3-yearly (with 18-month review)
- Low-Rise and Street Properties: 4-yearly (with 2-year review)
- Offices and Depots: 4-yearly (with 2-year review)
- Sheltered Housing: 2-yearly (with annual review)
- High-risk properties: Annually until risk reduces to moderate/tolerable

6.2 All FRAs will assess:

- Common parts, escape routes, and compartmentation
- External wall systems (in accordance with the Fire Safety Act 2021)
- Fire detection and alarm systems
- Emergency lighting, signage, and firefighting equipment

7. Fire Safety Measures and Maintenance

- 7.1** All buildings shall have appropriate fire precautions commensurate with their risk level, including:

- Fire detection and alarm systems
- Emergency lighting
- Fire doors and compartmentation
- Wayfinding signage
- Sprinkler systems where required
- Premises Information Boxes (PIBs) in high-rise residential buildings

- 7.2** Regular inspection and servicing of fire safety systems shall be undertaken in line with:

- BS 5839 (Fire alarms)
- BS 5266 (Emergency lighting)
- BS 9991 and BS 9999

8. Training and Awareness

- 8.1** All LBH employees involved in property management and maintenance shall receive fire safety training commensurate with their role.
- 8.2** Fire wardens and designated responsible persons will receive enhanced training.
- 8.3** Residents will be provided fire safety information on:
- Evacuation strategy (Stay Put or Simultaneous Evacuation)
 - Fire safety signage
 - Reporting fire risks

9. Personal Emergency Evacuation Plans (PEEPs)

- 9.1** PEEPs shall be developed for all staff and residents who may need assistance in evacuating the building during a fire emergency, in accordance with the Equality Act 2010 and NFCC guidance.
- 9.2** These will be regularly reviewed in consultation with affected individuals and relevant agencies.

10. Policy Review and Governance

- 10.1** This policy shall be reviewed:
- Every two years, or
 - In response to legislative change, significant fire incidents, or internal audit findings
- 10.2** Compliance with this policy will be monitored through:
- Building Safety Boards
 - Internal audit programmes
 - Senior Leadership Team oversight
 - Regular reporting to elected members and regulators (e.g., Regulator of Social Housing, Building Safety Regulator)

11. Associated Policies and Procedures

- Fire Safety Management Strategy
- Repairs and Maintenance Policy
- Resident Engagement Strategy
- Health and Safety Policy
- Emergency Response Procedures

DOCUMENT CONTROL

Version	Type of Change	Date	Revisions from Previous Issues
1.0	Review	24/03/2025	Reviewed after two years