



## Fire Safety Policy - Housing

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Newark & Sherwood District Council

Policy Document

January 2026

<b>Approved by:</b> Portfolio Holder Housing	<b>Date:</b> January 2026
<b>Maintained by:</b> Business Manager - Housing Maintenance & Asset Management	
<b>Next review date:</b> January 2029	

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## Summary

This Fire Safety Policy has been written to enable Newark and Sherwood District Council (NSDC) to effectively manage Fire Safety within its Housing Assets in accordance with the requirements of Fire Safety Regulations in the UK, governed by the Regulatory Reform (Fire Safety) Order 2005, which applies to non-domestic premises and communal areas of residential buildings, including:

- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- BS 9991:2024 and BS EN 13501 (replacing BS 476)
- Approved Document B (2025 amendments)

This policy forms part of the NSDC management systems for Fire Safety control, which also includes:

- Fire Safety Management Process Maps (held within the Asbestos Management Plan)
- Fire Risk Assessment Programme
- Fire Door Assessment Programme
- Fire Compartmentation remediation and maintenance Programme
- Personal Emergency Evacuation Plans (PEEPs)
- Fire Safety Training and Awareness Initiatives
- Annual Fire Safety Inspection Schedule
- Cladding Remediation Strategy (where applicable will detail timelines to comply with PAS 9980 for external wall assessments)
- Programme of Statutory Compliance Checks

Policy and procedures will be used to clearly set out NSDC operational activity regarding the Fire Safety and methods used to conform to current legislation.

## 1. Scope

- 1.1 The Fire Safety Policy is applicable to all properties within the Housing Revenue Account (HRA) for the management of buildings between 11-18m in height, sheltered housing, and community centre schemes. There are 6 Blocks between 11-18m in height, manage 3 sheltered housing, and we have 31 community centre schemes.

## 2. Introduction

- 2.1 NSDC are fully committed to meeting all relevant statutory & regulatory requirements, including best practice standards, in the housing sector and ensuring continual improvement in compliance performance. Adopting a zero-tolerance approach to any deviation from this Policy.
- 2.2 This Fire Safety Policy details how NSDC meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO). In addition, this Policy provides assurance to NSDC that measures are in place to identify, manage and/or mitigate risks associated with fire. As part of the policy NSDC will

ensure compliance with fire safety legislation and formally report at executive and committee level, the details of any non-compliance and planned corrective actions.

- 2.3 This policy is relevant to all NSDC employees, tenants, contractors and other persons or stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon NSDC to maintain a safe environment for tenants and employees within the home of each tenant and within all communal areas of buildings.
- 2.4 NSDC will follow a systematic approach to the management of fire safety to ensure it meets the requirements set out in the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation relating to fire safety. This is to ensure the safety of tenants, leaseholders, employees and members of the public.

### **3. Purpose of the Policy**

- 3.1 This policy demonstrates how NSDC will comply with the above legislation for properties managed and owned by the Council.
- 3.2 It outlines our commitment to ensuring that we offer the best possible service to our tenants in relation to fire safety, it highlights our methods, targets and also makes tenants aware of their obligations in relation to fire safety.
- 3.3 NSDC will implement the following key measures in line with regulatory requirements:
  - Mandatory interconnected smoke and heat alarms in all new residential properties.
  - Annual fire safety inspections for Priority 1 blocks with communal areas and community centres to be undertaken by a competent Assessor and 2 yearly inspections for Priority Blocks 2, 3 & 4, these blocks will also be reviewed annually by the Fire Surveyor.
  - Development of PEEPs for vulnerable residents, coordinated with local fire services.
  - Risk assessments for lithium-ion battery for designated storage, charging areas, and tenant guidance.

### **4. Responsibility**

- 4.1 NSDC acknowledges and accepts its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation relating to fire safety.
- 4.2 NSDC ensures that the promotion of fire safety is a mutual objective for employees across all levels of the organisation and that they understand their duty, within each role, to appropriately contribute to the effective management of fire safety.

- 4.3 As defined in the Regulatory Reform (Fire Safety) Order 2005 'The Employer', if the workplace is to any extent under their control, is deemed the 'Responsible Person', the employer is represented by the Chief Executive. Therefore, the Chief Executive of NSDC, is the overall 'Responsible Person' for ensuring that all fire safety matters are implemented.
- 4.4 The accountable person for ensuring delivery of the requirements of this Policy is the Director of Housing and Wellbeing.
- 4.5 The responsibility for ensuring that fire safety is carried out effectively is a key responsibility of the Compliance Manager.
- 4.6 The operational responsibility for compliance and service quality is the responsibility of the Fire Surveyor.
- 4.7 The responsibility for ensuring that routine fire safety related repairs, or remedial action required following routine checks or Fire Risk Assessments (FRA's) are undertaken promptly and safely, is the responsibility of the Fire Surveyor.
- 4.8 The policy details how NSDC will deliver its objectives in relation to fire safety in properties and communal areas, namely:
- Duties of employees and the landlord in managing fire safety.
  - Fire safety management procedures.
  - Named competent persons.
  - Management of Fire Risk Assessments (FRA).
  - The management and provision of fire safety equipment.
  - The promotion of fire safety to tenants, staff and contractors.
  - Training.
  - Effective record keeping in managing fire safety.
  - How NSDC manage non-compliance.
  - The development and use of Personal Emergency Evacuation Plans (PEEP's).
  - The development and use of Person-Centred Fire Risk Assessment (PCFRA).
  - Accountability and responsibility.
- 4.9 Tenants have the following responsibilities:
- Tenants will be provided with fire safety information and training opportunities, including evacuation procedures and safe use of electrical appliances. Tenants should follow advice given and ensure they do not operate or interfere with fire safety installations and measures in any way, which could endanger themselves or other building users. This information should be provided on occupation of the premises, on an annual basis and when legislation changes.

- Tenants should allow access to their home so that we are able to undertake a fire safety inspection of their property including annual fire door surveys and allow any associated remedial works.

## 5.0 Overall Aims

5.1 NSDC is committed to delivering a robust, safe, and cost-effective fire safety service to all residents and stakeholders. In accordance with statutory obligations and best practice standards, NSDC will:

- **Maintain accurate records**  
Maintain comprehensive and up-to-date records for all communal areas of properties owned or managed by the Council. These records will detail the requirements for FRA's and the servicing, maintenance, and repair of fire prevention, detection, and firefighting equipment. This includes fire alarm systems, emergency lighting, smoke and heat detectors, hose reels, risers, automatic openers, extinguishers, fire blankets, sprinkler systems, and other relevant equipment, in line with the Regulatory Reform (Fire Safety) Order 2005 and BS 9991:2024.
- **Ensure compliance with servicing standards**  
Implement servicing and maintenance programmes in accordance with relevant British Standards and manufacturers' recommendations, including BS EN 13501, which replaces BS 476 for fire classification of construction products.
- **Conduct and review Fire Risk Assessments (FRA)**  
Ensure that all properties with communal facilities are subject to an FRA compliant with BS9792:2025 which replaces PAS 79-2:2020. undertaken by a competent assessor. These assessments will be reviewed annually or in line risk-based intervals if required.
- **Trigger-based reassessment**  
Reassess fire risk following any fire incident, change in legislation, building use, refurbishment, or independent audit, in accordance with the Fire Safety Act 2021.
- **Address significant findings**  
Implement a prioritised action plan for fire risk assessment findings:
  - P1 (Intolerable/Substantial): Immediate or within 1 month.
  - P2 (Moderate): Within 60–90 days.
  - P3 (Tolerable/Negligible): Within a reasonable timeframe
- **Implement regular inspections**  
Conduct regular inspections of all premises with fire risk assessments, including:
  - Annual fire door surveys for flat entrance doors.
  - Quarterly surveys for communal doors in relevant buildings.  
Additional inspections are outlined in Appendix A.
- **Test detection equipment**

Test smoke alarms and carbon monoxide detectors during annual gas safety checks or five-yearly electrical inspections. Electrically heated properties will receive annual testing. This supports compliance with the Building Safety Act 2022 and 2025 regulations mandating interconnected alarms in all new homes.

- **Support vulnerable residents**

Ensure that residents with disabilities or mobility needs have a Personal Emergency Evacuation Plan (PEEP) or Person-Centred Fire Risk Assessment (PCFRA), reviewed annually and stored securely on-site, in accordance with the Fire Safety (Residential Evacuation Plans) Regulations 2025.

- **Assess suitability of accommodation**

Evaluate fire safety suitability during the lettings process, particularly for vulnerable tenants, in line with Approved Document B (2025).

- **Ensure competency of professionals**

Engage only fire safety professionals certified under a UKAS-accredited scheme, in line with government efforts to raise assessor competence.

- **Secure access for safety works**

Maintain procedures to gain access where tenants or leaseholders refuse entry for essential fire safety works, ensuring compliance with legal duties under the Fire Safety Order 2005.

- **Collaborate with Fire & Rescue Services**

Work in partnership with the Fire and Rescue Service to enhance safety through information sharing, joint reviews, and staff training.

- **Establish a Fire Safety Steering Group (FSSG)**

Operate a cross-departmental group to oversee fire safety performance and compliance.

- **Promote effective communication**

Disseminate fire safety information through printed materials and digital platforms, ensuring accessibility and clarity.

- **Engage Tenants and Leaseholders**

Foster inclusive engagement to empower residents in shaping fire safety services.

- **Uphold equality and diversity**

Deliver fire safety services in a manner that respects and promotes equality and inclusion.

- **Preserve asset value**

Maintain housing stock to a high standard, ensuring fire safety contributes to long-term asset value.

- **Promote Value for Money (VfM)**

Ensure all fire safety checks and interventions are compliant and cost-effective.

## 6. Relevant Legislation and Guidelines

- 6.1 In delivering its fire safety responsibilities, NSDC will ensure full compliance with the Home Standard (2015), as set by the Regulator of Social Housing. This standard applies to all registered providers, including local authorities, and requires that tenants live in safe, well-maintained homes. The Regulator will intervene where failure to meet the standard has caused, or could cause, serious detriment to tenants.
- 6.2 The principal legislation underpinning this policy is the Regulatory Reform (Fire Safety) Order 2005 (FSO). This legislation places a legal duty on the “Responsible Person” to take general fire precautions to ensure, as far as is reasonably practicable, the safety of occupants and others in and around the premises
- 6.3 This policy also operates within the framework of the following key legislation and statutory instruments:
- **Fire Safety Act 2021** – Clarifies that external walls, flat entrance doors, and building structures fall within the scope of the FSO.
  - **Fire Safety (England) Regulations 2022** – Introduces new duties for Responsible Persons in multi-occupied residential buildings, including Building Safety Act 2022, particularly Section 156 which Expands the duties of Responsible Persons and introduces new enforcement powers.
  - **The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025** – Mandates Personal Emergency Evacuation Plans (PEEPs) and Person-Centred Fire Risk Assessments (PCFRAs) for vulnerable residents in “ specified residential building” - as defined as in the regulation.
  - **Approved Document B (2025 Amendments)** – Includes mandatory sprinklers in all new care homes, second staircases in buildings over 18m, and the phased withdrawal of BS 476 in favour of BS EN 13501.
  - **BS 9991:2024** – Updated code of practice for fire safety in the design, management, and use of residential buildings.
  - **BS 9792:2025** - is the new Code of Practice for Fire Risk Assessment in Housing, replacing PAS 79-2:2020.
- 6.4 Additional relevant legislation includes:
- Housing Act 2004
  - Health and Safety at Work etc. Act 1974
  - Fire and Rescue Services Act 2004
  - The Management of Health and Safety at Work Regulations 1999
  - Management of Houses in Multiple Occupation (England) Regulations 2006
  - Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006

- The Furniture and Furnishings (Fire Safety) Regulations 1988
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Building Regulations 2010 (as amended)
- Electrical Equipment (Safety) Regulations 2016
- Gas Safety (Installation and Use) (Amendment) Regulations 2018
- The Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

6.5 The following codes of practice and guidance documents are also applicable:

- **LACORS Guidance** – Fire safety provisions for certain types of existing housing.
- **HHSRS Operating Guidance** – Housing Health and Safety Rating System under the Housing Act 2004.
- **National Fire Chiefs Council (NFCC)** – Guidance on fire safety in specialised housing and competent fire risk assessors.
- **Local Government Association (LGA)** – Fire safety in purpose-built blocks of flats.
- **HSE Approved Codes of Practice (ACoPs)** – While not mandatory, these represent best practice and minimum expected standards.

## 7.0 Implementation

7.1 To fulfil the aims of this policy, NSDC actively implements the following measures in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO), the Fire Safety Act 2021, the Building Safety Act 2022 and the Fire Safety (England) Regulations 2022:

- We appoint a Responsible Person to oversee fire safety compliance across all relevant premises, as required under Article 3 of the Fire Safety Order.
- We commission competent persons to undertake fire risk assessments (FRAs), ensuring a minimum of a Type 3 FRA is conducted at intervals determined by risk level and building use.
- We implement all general fire precautions, and any additional protective measures identified through the FRA process, in accordance with the Fire Safety (England) Regulations 2022.
- We review FRAs periodically, or sooner if triggered by incidents, changes in building use, or refurbishment works, as required under Article 9 of the Fire Safety Order.
- We install and maintain fire detection and warning systems in all relevant properties, in line with BS 5839-6:2019+A1:2020 for evacuation alert systems.
- We maintain and test fire safety systems (e.g. emergency lighting, smoke ventilation, extinguishers, dry risers) in accordance with BS 5266, BS EN 12101, and BS 5306 standards.

- We provide fire safety training to all relevant staff, with refresher training delivered at appropriate intervals.

## **7.2 Fire Safety Management Procedures**

- We maintain Fire Safety Management Plans for all buildings subject to a fire risk assessment.
- We carry out monthly building checks on all blocks with communal areas and community centres (see Appendix A).
- We carry out Fire Evacuation Tests on all blocks with Fire Alarms and Community Centres (see Appendix B & C).
- We have clear procedures in place for fire incidents, including evacuation protocols and post-incident reviews.
- We investigate all fire-related incidents, using findings to update procedures and reduce recurrence.
- We ensure all staff are trained in fire procedures, including the use of firefighting equipment and evacuation responsibilities.

## **7.3 Fire Risk Assessment Management**

- We ensure each relevant property has a compliant FRA in place.
- We review FRAs no later than the date specified in the current assessment or sooner if required.
- We reassess fire risk following fires, changes in use, working practices, or refurbishment, or upon recommendation from an independent audit.
- We implement a prioritised action plan for significant findings, with timescales aligned to risk severity.
- We maintain a robust access protocol to ensure essential fire safety works can be completed, even where tenant access is initially refused.

## **7.4 Fire Safety Equipment Provision and Maintenance**

- We provide and maintain fire detection and warning systems in accordance with BS 5839-6 and BS 8629.
- We regularly test, maintain, and service all fire safety systems and equipment to the standards outlined in BS 9991:2024 and BS EN 13501, which replaces BS 476 from March 2025.

## **7.5 Fire Safety Communication and Contractor Management**

- We disseminate fire safety information to residents via leaflets, signage, and digital platforms including our Website.
- We ensure tenants are aware of fire safety procedures relevant to their home and communal areas.
- We maintain training records, signed off by staff, and ensure contractors are briefed on NSDC's fire safety protocols.
- We operate a permit-to-work system to prevent breaches in fire compartmentation during works.

- We require method statements from contractors to ensure fire safety is not compromised during construction or maintenance.
- We conduct post-work inspections to verify that fire protection measures (e.g. compartmentation, risers, escape routes) remain intact.

#### **7.6 Record Keeping**

- We maintain a core asset register of all buildings requiring FRAs, including fire safety systems and installations.
- We keep a register of fire detection and CO2 equipment in domestic dwellings.
- We retain records of FRAs, reviews, and remedial actions for a minimum of five years.
- We retain records of testing, maintenance, and servicing of fire safety systems for at least five years, in line with Regulation 38 of the Building Regulations.

#### **7.7 Personal Emergency Evacuation Plans (PEEPs)**

- We develop and annually review PEEPs for tenants with disabilities, mobility issues, or other vulnerabilities, in accordance with the Fire Safety (Residential Evacuation Plans) Regulations 2025.
- We store PEEPs securely on-site and ensure they are accessible to the Fire and Rescue Service during emergencies.

#### **7.8 Person-Centred Fire Risk Assessments (PCFRAs)**

- We conduct PCFRAs for tenants at higher risk due to behaviours or limited capacity to respond to fire.
- We include individualised action plans to mitigate risk and support safe evacuation.

#### **7.9 Non-Compliance Protocol**

- We report any operational non-compliance to the Director of Housing and Wellbeing.
- We agree and implement corrective actions with the operational team and escalate to the Senior Leadership Team.
- We ensure the relevant Committee is informed of non-compliance issues to support governance and accountability.

### **8. Competency**

8.1 To ensure a competent and compliant approach to fire safety management, NSDC adheres to the following principles, in line with current legislation and national guidance.

#### **8.2 Competency of Fire Risk Assessors**

- NSDC ensures that only suitably competent Fire Risk Assessors are appointed to undertake fire risk assessments. These individuals are certified by a UKAS accredited certification scheme and meet the

competency criteria established by the Fire Risk Assessment Competency Council.

- This aligns with the mandatory competency requirements introduced by the Home Office in 2025, following the Grenfell Tower Inquiry Phase 2 recommendations. These requirements mandate that all fire risk assessors be independently verified by a UKAS accredited body and assessed against standards developed by the British Standards Institution (BSI).

### **8.3 Competency of Contractors and Engineers**

- NSDC appoints only suitably qualified contractors and engineers to carry out works on fire safety systems and installations. These professionals are certified under a UKAS accredited scheme, in accordance with the Building Safety Act 2022 and the Fire Safety (England) Regulations 2022.
- This ensures that all works are undertaken by individuals with demonstrable technical competence, in line with the government's commitment to raising industry standards.

### **8.4 Operational Leadership**

- The manager with lead responsibility for operational delivery of fire safety holds a recognised qualification, such as the NEBOSH National Certificate in Fire Safety and Risk Management, or an equivalent Level 3 or higher fire safety management qualification.
- This reflects the government's emphasis on leadership competence as outlined in the Hackitt Review and subsequent updates to Approved Document B (2025).

### **8.5 Training and Awareness**

- NSDC delivers a structured training programme to ensure all relevant stakeholders understand and apply the fire safety policy and supporting procedures.
- Basic fire safety awareness training is provided through team briefings for employees who require general understanding but are not directly involved in fire safety delivery.
- On-the-job training is provided to employees responsible for managing fire risk assessments, servicing programmes, and maintaining means of escape.
- Managers with operational responsibility hold or are working towards the NEBOSH Fire Safety Certificate or equivalent.
- Toolbox talks and presentations are delivered to NSDC operatives and contractor partners to reinforce fire safety responsibilities and procedures.

### **8.6 Contractor Oversight and Assurance**

- NSDC ensures that all contractors are fully briefed on the Council's fire safety management approach.

- A 'permit-to-work' system is in place to prevent breaches of fire compartmentation during works.
- Contractors are required to submit method statements outlining how fire safety will be preserved during their activities.
- Upon completion of works, NSDC conducts post-inspection audits to verify that fire protection measures, such as compartmentation, fire stopping, service risers, means of escape, and firefighting equipment, have not been compromised.

## **9.0 Quality and Performance Monitoring**

9.1 NSDC is committed to ensuring that the performance and quality of all fire safety related services meet or exceed current regulatory standards. In line with the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety (England) Regulations 2022, and the Building Safety Act 2022, NSDC implements the following measures to monitor, evaluate, and improve fire safety performance.

### **9.2 Performance Monitoring and Reporting**

We maintain a suite of Key Performance Indicators (KPIs) to monitor the delivery and effectiveness of our fire safety and repairs service. These indicators are reviewed regularly and reported to the appropriate governance committee to ensure transparency and accountability. Our KPIs include:

- Percentage of properties with a valid Fire Risk Assessment (FRA)
- Number of FRAs overdue by 0–30 days.
- Number of FRAs overdue by 30+ days.
- Number of outstanding Intolerable and Substantial (P1) actions from completed FRAs.
- Number of outstanding Moderate (P2) actions from completed FRAs
- Number of outstanding Tolerable and Negligible (P3) actions from completed FRAs.
- Percentage of Personal Emergency Evacuation Plans (PEEPs) and Person-Centred Fire Risk Assessments (PCFRAs) completed within their 12-month review period.

These indicators support compliance with BS 9991:2024 and the Fire Safety (Residential Evacuation Plans) Regulations 2025, which require proactive monitoring of fire safety measures and evacuation planning.

### **9.3 Tenant Engagement and Feedback**

We actively survey tenant satisfaction with the fire safety service, using the results to identify areas for improvement and to inform policy and procedural updates.

We provide opportunities for tenant involvement in service monitoring, including participation in scrutiny panels and feedback forums, in line with the

Tenant Involvement and Empowerment Standard set by the Regulator of Social Housing.

#### **9.4 Contractor Oversight and Quality Assurance**

We manage and monitor contractors appointed to carry out fire safety works and remedial actions. All contractors are required to:

- Be certified under a UKAS accredited scheme
- Comply with NSDC's fire safety protocols and 'permit-to-work' procedures
- Submit method statements and risk assessments for all works affecting fire safety systems or compartmentation

We conduct post-completion inspections to ensure that fire protection measures have not been compromised and that all works meet the standards set out in BS EN 13501, which replaced BS 476 in 2025

#### **9.5 Continuous Improvement**

We review performance data, tenant feedback, and contractor performance to drive continuous improvement in fire safety delivery. We remain responsive to emerging risks, such as those associated with e-bikes, scooters, and energy storage systems such as lithium-ion battery storage adapting our monitoring and mitigation strategies accordingly.

### **10. Policy Review**

NSDC is committed to maintaining a fire safety strategy that reflects current legislation, emerging best practice, and operational learning. To ensure the strategy remains relevant, effective, and legally compliant, NSDC undertakes a formal review of this policy and its supporting procedures at least once every three years, or sooner if required due to, including the Introduction of New Legislation or Statutory Instruments.

NSDC monitors and responds to changes in fire safety law, including but not limited to:

- The Fire Safety Act 2021.
- The Building Safety Act 2022.
- The Fire Safety (England) Regulations 2022.
- The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025.
- Amendments to Approved Document B (2025), including mandatory sprinklers in care homes and second staircases in buildings over 18 metres.
- The transition from BS 476 to BS EN 13501 for fire testing and classification standards.

#### **10.1 Emerging best practice and sector guidance**

NSDC incorporates recommendations and guidance from:

- The National Fire Chiefs Council (NFCC).
- The Local Government Association (LGA).
- The British Standards Institution (BSI), including updates to BS9991:2024 and PAS 79-2:2020.
- Findings from the Grenfell Tower Inquiry, particularly regarding Personal Emergency Evacuation Plans (PEEPs) and building-level evacuation strategies.

## **10.2 Operational Learning and Incident Response**

NSDC reviews its fire safety strategy following:

- Fire incidents or near misses
- Significant changes in building use or occupancy
- Feedback from tenants, contractors, and staff
- Internal audits or external inspections
- Implementation of new technologies or systems affecting fire safety

This review process ensures that NSDC's fire safety strategy remains:

- Legally compliant with the latest statutory duties placed on Responsible Persons under the Regulatory Reform (Fire Safety) Order 2005.
- Responsive to the needs of vulnerable residents, including those requiring PEEPs or PCFRAs.
- Aligned with national and international standards for fire safety design, management, and evacuation planning.

The outcomes of each review are documented and reported to the relevant governance committee, with any necessary amendments to policy or procedure implemented promptly.

## **11. Equality & Diversity**

This policy will be subject to an Equality Impact Assessment (EIA).

## **12. Privacy Statement**

NSDC may share personal information with relevant local or national government departments and other authorised organisations where:

- It is necessary to fulfil a statutory obligation.
- It is required by law or regulation.
- It is in the public interest or necessary for the performance of a task carried out in the exercise of official authority.
- We will not share your information with third parties for marketing purposes without your explicit consent. If you do not wish to provide

personal information, you may decline to do so; however, this may limit our ability to provide certain services.

- All personal data is stored securely and processed in accordance with the principles of data minimisation, purpose limitation, and integrity and confidentiality, as outlined in the Data Protection Act 2018 and the DUAA 2025.

Under the UK GDPR and the Data Protection Act 2018, you have the following rights:

- The right to be informed about how your data is used.
- The right of access to your personal data.
- The right to rectification of inaccurate or incomplete data.
- The right to erasure ('right to be forgotten') in certain circumstances.
- The right to restrict processing.
- The right to data portability.
- The right to object to processing.
- Rights in relation to automated decision-making and profiling.

The Data (Use and Access) Act 2025 introduces further clarity on Subject Access Requests (SARs), including the right to receive responses based on reasonable and proportionate searches.

### **13. Contact and Further Information**

If you have any questions about how your data is handled or wish to exercise your rights, please contact Newark and Sherwood District Council's Data Protection Officer on: [01636 655566](tel:01636655566).

Further information about your data protection rights is available from the Information Commissioner's Office (ICO) at <https://ico.org.uk>

## Appendix A – Monthly Building Safety Checklist

### Monthly Building Safety Checklist for Blocks of Flats and Community Centres

Check Area	Inspection Details	Responsible Party
Fire Doors	Check for damage, self-closing function, gaps, and signage	Housing Officer
Means of Escape	Ensure corridors, stairwells, and exits are clear of obstructions	Housing Officer
Fire Alarm Panel	Visual inspection for faults or alerts	Housing Officer
Emergency Lighting	Visual Check of Fittings	Housing Officer
Smoke/Heat Detectors	Visual check for tampering or damage	Housing Officer
Fire Extinguishers	Check in date and undamaged/released	Housing Officer
Sprinkler Systems (if installed)	Visual check for leaks, obstructions, and control valves	Housing Officer
Signage	Ensure fire exit and safety signs are visible and undamaged	Housing Officer
Communal Areas	Check for combustible materials, fly-tipping, or tenant storage	Housing Officer
Lift Safety (if applicable)	Check emergency phone or call button and lighting working	Housing Officer
PEEPs/PCFRAs	Review any changes in residents' needs or building layout	Housing Officer
Access Control Systems	Check entry systems, intercoms, and door locks	Housing Officer
Roof Access & Plant Rooms	Ensure secure access and no fire hazards present	Housing Officer
External Bins	Check all external bins are a minimum of 6m away from the building and in the designated bin stores	Housing Officer
External Metal Stairs/Walkways	Check secure to fixtures and are free from obstruction	Housing Officer
Muster/Assembly Point	Check signage is undamaged and visible upon exit of the building	Housing Officer
Smoking	Check for signs of smoking in communal areas e.g., smell/ashtrays	Housing Officer

## **Appendix B – Fire Evacuation Procedure for Residents in blocks with Stay Put Policy**

### **If the Fire is in ‘Your Flat’:**

- Leave immediately with everyone in your home.
- Close all doors behind you to slow the spread of fire.
- Do not use lifts—use the stairs.
- If unable to navigate the stairs wait in the refuge area.
- The Evacuation chairs will be used to evacuate individuals as required.
- Call 999 once outside. Give your flat number and postcode.
- Do not go back inside until the Fire Service says it’s safe.

### **If the Fire is elsewhere in the ‘Building’:**

- Stay in your flat unless smoke, heat, or fire is affecting you.
- Your flat is designed to resist fire for a period of time.
- Call 999 to report the fire and follow advice.
- If you’re in a communal area, leave immediately using the stairs.
- If unable to navigate the stairs wait in the refuge area.
- The Evacuation chairs will be used to evacuate individuals as required.
- Do not use lifts during a fire—they may stop working or open onto a fire floor.

### **If you are told to ‘Evacuate’ (Simultaneous Evacuation Procedure):**

- Follow instructions from the Fire Service or building staff.
- Use the nearest emergency exit.
- Do not use lifts—they are unsafe during a fire.
- If you cannot use stairs, go to a designated fire refuge point if your building has one:
  - These are safe waiting areas, usually near stairwells and are highlighted by Refuge Point Signage
  - There will be evacuation chairs to help evacuation those that need assistance.
  - Use the refuge intercom (Emergency Voice Communication (EVC)) to call for help.
- Do not re-enter until told it’s safe.

### **If you are ‘Trapped’:**

- Go to a room with a window and phone.
- Block smoke with towels or bedding around the door.
- Call 999 and tell them your location.
- Signal for help from the window if safe.

### **Fire Safety Tips:**

- Keep communal areas clear—no personal items or rubbish.
- Fire doors must stay closed and never be propped open.
- Report any damage or faults to building management.
- Never use lifts during a fire—they are not safe for evacuation.
- Know the location of fire refuge points in your building.

## **Appendix C - Fire Evacuation Test and Assessment for Tenancy Officers**

This document outlines the fire evacuation procedures for blocks of flats with Fire Alarms (Stay Put policy) and Community Centres (Simultaneous Evacuation), including the responsibilities of Tenancy Officers and supporting personnel.

### **Alarm Engineer Support**

An alarm engineer will be present during the fire evacuation test. The engineer is responsible for activating the alarm system and notifying all relevant persons that the fire evacuation test is being carried out. This ensures that all stakeholders are aware of the drill and can respond accordingly.

### **Tenancy Officer**

In preparation for the Fire Evacuation Test complete the following actions:

#### **Check that:**

- All fire exits and escape routes are clear and unlocked.
- Refuge points are accessible, and intercoms (if present) are working.
- Fire doors are not wedged open.
- Assign Roles (if applicable for larger buildings)

#### **Designate staff or volunteers to:**

- Monitor specific floors or areas.
- Assist vulnerable residents or visitors.
- Record observations during the drill.

#### **Bring:**

- A list of tenants/flats
- A copy of the evacuation procedure.
- The assessment checklist.

## **Evacuation Procedures**

### **Blocks of Flats (Stay Put Policy)**

Residents should remain in their flats unless directly affected by fire, smoke, or instructed to evacuate by the Fire and Rescue Service. Tenancy Officers must ensure that communal areas are clear and that fire doors are not obstructed.

### **Community Centres (Simultaneous Evacuation)**

All occupants must evacuate immediately upon hearing the fire alarm. Tenancy Officers must guide people to the nearest safe exit and ensure that no one is left behind.

### Fire Evacuation Assessment Checklist

Complete the following checklist during or immediately after the evacuation:

Assessment Item	Yes/No	Comments
Were all fire exits accessible and unobstructed?		
Was the alarm clearly heard throughout the building?		
Did residents evacuate in a calm and orderly manner?		
Were lifts avoided during evacuation?		
Were refuge points used appropriately?		
Were all communal areas checked for remaining persons?		
Was the Fire Service contacted and informed?		
Were any injuries or incidents reported?		
Was a roll call conducted (if applicable)?		
Were any issues or delays observed during the evacuation		
Were all participants accounted for after the evacuation?		
Were any recommendations made for future improvements		