GRANVILLE Community Homes



FIRE SAFETY POLICY

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Section 1 – Policy Statement

Granville is committed to ensuring that effective fire safety arrangements are maintained across all properties for which it has responsibility, with particular attention given to schemes containing common parts and shared supported housing. Every applicable scheme will have a suitable and sufficient, current fire risk assessment undertaken by a competent person. Assessments will be reviewed at the frequency identified within the assessment, following a fire or significant incident, or sooner where there is a material change to the building, its use, occupancy profile, layout, fire safety measures or other relevant circumstances.

Actions arising from fire risk assessments will be recorded, monitored and progressed through to completion. Remedial actions will be prioritised according to the level of risk identified, with urgent or significant fire safety concerns addressed without unnecessary delay. Where responsibility for completing works rests with a third-party landlord or managing partner, Granville will maintain appropriate oversight to obtain assurance that required actions have been completed within suitable timescales.

Responsibility for fire risk assessment, ongoing fire safety management and remedial works will be clearly established for each property through the relevant lease, management or contractual arrangements. Granville will seek to ensure that there are no gaps or ambiguity in responsibility and that the appropriate responsible person or duty holder is identifiable for every applicable scheme.

Each scheme will have an appropriate evacuation strategy that reflects the building, its fire safety arrangements and the needs and characteristics of its residents. Particular consideration will be given to residents who may require assistance to understand or respond to fire safety instructions or to evacuate safely. Relevant fire safety and evacuation information will be communicated in an accessible and understandable way, with arrangements kept under review in collaboration with managing partners and updated where residents' needs or circumstances change.

Section 2 – Policy Context

Purpose

This policy sets out how Granville ensures fire risk assessments are current, actions from them are completed, and residents in shared and supported schemes are appropriately protected, given the heightened risk in shared and higher-occupancy supported accommodation.

Scope

Granville Community Homes ("Granville") is a registered provider whose stock is predominantly held on head-leases and let as supported/exempt accommodation. Day-to-day repairs and safety compliance activity for leased properties is typically split

between the landlord (structural/major repairs, per the lease) and the managing partner or Granville (responsive repairs, certificate scheduling and reporting), so clear allocation of responsibility in the lease and management agreement is essential to safety compliance. This policy applies to every scheme, with particular attention to shared/HMO-type supported accommodation where fire risk and evacuation strategy is more complex than in a single-household home.

Definitions

Fire risk assessment (FRA): the assessment of fire risk in a building's common parts and structure, identifying necessary precautions and a review date.

PEEP: Personal Emergency Evacuation Plan. A plan used for residents who may need assistance to evacuate in case of emergency.

Legal & Regulatory Framework

This policy is drafted to give effect to, and should be read alongside, the following:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Building Safety Act 2022
- RSH Safety and Quality Standard

Section 3 – Roles & Responsibilities

Board of Directors: Receives the annual fire safety compliance summary; holds the CEO to account for fire safety obligations across the portfolio.

CEO: Accountable for fire safety compliance; escalates to the RSH and relevant fire authority if a fire safety failure poses an immediate risk to life.

COO: Ensures a current Fire Risk Assessment (FRA) is in place for every scheme required to hold one; oversees remedial action arising from FRA findings; ensures fire safety obligations are allocated in management agreements.

Housing Manager: Maintains the FRA register; coordinates access for FRA reviews; tracks remedial actions from FRAs to completion within agreed timescales; reports overdue actions to the COO.

Data & Audit Officer: Tracks FRA currency and remedial action status; alerts the Housing Manager to FRAs due for review; reports any critical overdue action to the COO immediately.

Managing partners: Facilitate access for FRA inspections; implement prescribed remedial actions within the timescales given; report any fire safety concern or incident to Granville immediately; ensure residents are aware of fire evacuation procedures.

Landlords (head lease): Commission FRAs and take responsibility for structural fire safety measures where that obligation rests with the freeholder under the head lease.

Role	Responsibility under this policy
Asset / Compliance Lead	Maintains the FRA compliance register, tracks remedial actions to closure, and escalates any overdue or high-risk finding.
Managing Partners / Landlords	Support FRA access, maintain day-to-day fire precautions (clear escape routes, working alarms), and inform Granville of any change affecting fire risk (e.g. change of resident needs).

Section 4 – Process

Fire Risk Assessment Cycle

- FRAs are commissioned from a competent assessor, renewed at the interval the assessment specifies, and logged on the central compliance register.
- High and urgent priority actions are remedied without delay; all actions are tracked with target and actual completion dates.

Evacuation & Resident Needs

- Personal emergency evacuation plans (PEEPs) and considerations are addressed for residents who may need assistance, agreed with the managing partner and reflected in scheme fire procedures.

Monitoring, Reporting & Assurance

- Electrical safety compliance is reported to the Board alongside gas safety, at least monthly, with named exceptions and action plans.
- Repeat or high-volume defect patterns feed into the stock condition and asset management strategy.

Section 5 – Equal Opportunities

Granville Community Homes is committed to promoting equality, diversity and inclusion in all aspects of its work. We will provide equal opportunities in employment and service delivery and will not unlawfully discriminate against employees, residents, applicants, contractors or any other individual on the grounds of any protected characteristic under the Equality Act 2010.

Granville is committed to treating everyone fairly, with dignity and respect, and to making reasonable adjustments where required to support disabled employees, residents and others with additional needs.

This policy has been developed in accordance with the Equality Act 2010 and is intended to be applied consistently and fairly. An Equality Impact Assessment will be completed before the policy is submitted to the Board for approval.

Section 6 – Related Documents

The following laws, legislation, and standards have been considered in accordance with the composition of this policy:

- Regulatory Reform (Fire Safety) Order 2005
- Decent Homes Standard / Government Decent Homes Guidance.
- Fire Safety Act 2021
- Building Safety Act 2022
- Health & Safety Rating System (HHSRS)
- Housing Act 2004
- Equality Act 2010

Other documents relevant to this policy from Granville's Policy Suite include:

- Corporate Health & Safety Policy (HS02)
- Asbestos Management Policy (HS08)
- Stock Condition & Asset Management Strategy (HM05)
- Decant & Temporary Move Policy (HM04)

Section 7 – Revision History & Document Control

Version	Date	Author	Summary of Changes	Approved By
0.1	06/07/2026	Policy suite build project	Initial draft – not yet approved	Pending Board approval
0.2	01/08/2026	Policy suite build project	Company branding and improved policy structure – not yet approved	Pending Board approval