



Fire Safety Policy	
Internal consultation	Strategic Compliance Group (SCG)
External consultation	Savills, AHR, External Audits will inform future reviews
Equality Assessment	Yes
Responsible officer	Head of Building Safety and Compliance
Approved by	Board
Date approved	3 December 2025
Date due for review	3 December 2026
Version number	2025.3

1. Our policy is...

1.1. To manage fire safety risks as far as is reasonably practicable for the assets we own and manage (dwellings and non-domestic assets). This includes:

- the identification of its specific responsibilities for each of its assets;
- implement and maintain a Fire Safety Management Plan (FSMP) and Building Safety Management Plan (BSMP) including associated colleague training to provide guidance on the implementation of the commitments contained in this policy;
- the key activities we undertake to manage the risk including:
 - take reasonable steps to identify fire safety risks
 - assess fire safety risks
 - take action to remediate fire safety risks
 - manage fire safety in line with the Fire Safety management plan (FSMP) and Building Safety Management Plan (BSMP); and
 - provide fire safety information to our customers, colleagues and visitors.
- maintaining competent colleagues and contractors;
- communication internally and with customers and other stakeholders; and
- how our Board, as Duty Holder, will delegate responsibility for the implementation of this policy, monitor its effectiveness and receive assurance of compliance.

1.2. The scope of this policy includes all homes managed by Vico Homes.

- 1.3. Our primary objective is to ensure that customers, contractors, colleagues, and visitors remain safe in our premises (both domestic and non-domestic). Failure to properly discharge our legal responsibilities may also result in:
- prosecution under the Health and Safety at Work Act 1974, Corporate Manslaughter and Corporate Homicide Act 2007, Building Safety Act or Regulatory Reform (Fire Safety) Order 2005 and associated legislation;
 - enforcement action by Fire and Rescue Authorities:
 - improvement notices requiring corrective measures within a set timeframe;
 - prohibition notices restricting use of all or part of a building until safety improvements are made; and
 - alterations notices requiring notification before changes to premises or use.
 - regulatory intervention by the RSH or BSR; and
 - reputational damage resulting in loss of confidence by stakeholders.
- 1.4. This policy statement of intent establishes the broad framework for compliance with the key statutory and regulatory obligations.

2. We'll...

- 2.1. Maintain and implement a Fire Safety Management Plan (FSMP) and associated operational guidance.
- 2.2. Maintain and implement a Building Safety Management Plan (BSMP).
- 2.3. Commission Fire Risk Assessments (FRAs) to current national guidance (for example, PAS 79 and BS 9792) and appoint competent assessors / organisations.
- 2.4. Maintain a programme of fire risk assessments in all applicable premises managed by Vico Homes.
- 2.5. Assess fire safety risks and take action to remediate and mitigate fire safety risks.
- 2.6. Adopt an FRA-led evacuation strategy for each building (e.g., Stay Put or Simultaneous Evacuation) and communicate locally (for example, by Fire Action Notices).
- 2.7. Test, inspect and maintain fire safety systems and equipment in line with legislation, manufacturer instructions and recognised standards.
- 2.8. Provide fire safety information to our customers, staff and visitors.
- 2.9. Provide fire safety information to the fire and rescue services and maintain engagement with relevant fire and rescue service personnel.
- 2.10. Ensure competence through principles in this policy and that all colleagues who have roles identified in the FSMP & BSMP receive associated training appropriate to their role.
- 2.11. Define single sources of truth for key data domains (for example, FRAs and actions; asset registers; certification) and the controls for data accuracy, evidence retention and audit.

- 2.12. Manage incidents and any enforcement action through a single, end-to-end process, from notification, to investigation, remediation and communication.

3. Our assurance...

- 3.1. We'll ensure this policy is effective through the following monitoring and reporting mechanisms:

Monitoring and Reporting Mechanism	Frequency
Operational Compliance Team (OCT)	Monthly
Building Safety Group (BSG)	Monthly
Performance, Scrutiny and Challenge (PSC)	Monthly
Strategic Compliance Group (SCG)	Quarterly
Property Investment Committee (PIC)	Quarterly

- all reporting related to fire safety is challenged and evidenced to provide assurance of compliance, with any issues arising escalated through the appropriate channels.
 - maintenance of Key Performance Indicators (KPIs), their definitions, targets, reporting frequencies, and commentary on non-compliance, overdue actions, trend analysis and assurance statements.
 - application of technical validation and post-inspection regimes.
 - further details on monitoring, reporting and assurance can be found in the FSMP.
- 3.2. We'll use information from internal audits, complaints, stakeholder feedback and benchmarking to drive continual improvement.
- 3.3. We'll use information from satisfaction surveys to drive service improvement.
- 3.4. We'll review our performance and service delivery in comparison with other organisations to achieve the highest standards of service delivery.

Legislation and regulations

- 3.5. We'll ensure this policy complies with all relevant legislation and regulation, including the following:
- Regulatory Reform (Fire Safety) Order 2005;
 - Fire Safety Act 2021;
 - Fire Safety (England) Regulations 2022;
 - Fire Safety (Residential Evacuation Plans) (England) Regulations 2025;
 - Building Safety Act 2022;
 - Building Regulations 2010;
 - Housing Act 2004;
 - Landlord and Tenant Act 1985;
 - Smoke and Carbon Monoxide Alarm Regulations 2022;
 - Health and Safety at Work Act 1974; and
 - Management of Health and Safety at Work Regulations 1999.

This is a controlled document. Please refer to the Colleague Hub for the latest version.

- 3.5 In addition, we must meet the requirements of the Regulator for Social Housing's (RSH) consumer standards.

Review

- 3.6 We'll review this policy at least every year or when changes in legislation, regulations or best practice prompt an early review.

Version Control			
Version number	Reason	Approved by	Approved date
2025.1	Full review	VET	1 April 2025
2025.2	Job title update	ED	21 June 2025
2025.3	Full review	Board	3 December 2025