



Solihull
Community Housing
Shaping our neighbourhoods

Fire and Building Safety Policy

2025

Lead officer	Head of Building Safety and Compliance
Approval Chain:	Executive Leadership Team
Last reviewed on:	September 2025
Next review date:	September 2027

Version Control:

Version	Date	Reason for Change
1.0	June 2023	New Policy
2.0	September 2025	Amended following internal audit. Removal of process and procedure from policy

Solihull Community Housing (SCH) manages and maintains council homes and delivers housing services on behalf of **Solihull Metropolitan Borough Council (SMBC)**. Although SCH provides day-to-day housing services, the Council remains the owner of the housing stock and is your landlord. The Council retains the responsibility for ensuring your home is managed in line with the Consumer Standards.

1. Policy Objectives

1.1 The purpose of this policy is to outline Solihull Community Housing's (SCH) approach to managing fire and building safety in properties under the organisation's management and control. SCH recognises that we have a duty of care towards employees, residents, contractors, visitors, and others who may be at risk from fire and building safety risks in our properties.

1.2 This policy provides a framework within which fire and building safety will be managed and key roles for its implementation. The policy forms part of our wider organisational commitment to driving a health and safety culture amongst staff and contractors (as detailed within our Health and Safety Policy).

1.3 The Fire & Building Safety Management Plan (F&BSMP) will provide SCH's operational approach to managing commitments set out in this policy. This will include monitoring arrangements, inspections, risk management, access procedures and emergency protocols.

1.4 The operational procedures in the F&BSMP set out how SCH will meet the statutory obligation outlined in this policy and is therefore enforceable through this policy.

2. Introduction

2.1 SCH is responsible for keeping safe, carrying out repairs and maintaining homes, buildings and facilities we own and manage. This places a duty of care on SCH to employees, residents, contractors, visitors and others who may be at risk from hazards arising from fire and other building safety risks in premises managed and controlled by SCH.

2.2 This policy has been developed to support SCH to ensure that the organisation's obligations as a landlord, arm's-length organisation and employer are being met, and seeks to provide assurance that all legal obligations and risks associated with fire and building safety are appropriately managed.

3. Policy Statement

3.1 SCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk from fire exists in SCH owned and managed properties. SCH accepts that it has a legal Duty Holder to ensure the health and safety of individuals at premises we manage and control from risks arising from fire and building safety.

3.2 SCH will ensure compliance with the Regulator of Social Housing's regulatory framework and consumer standards for social housing in England; the Safety and Quality Standard is the primary one applicable to this policy. The Social Housing (Regulation) Act 2023 changes the way social housing is regulated and may result in future changes to this policy.

3.3 To meet our statutory duties in relation to Fire Safety Management SCH will comply with our duties under The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005), Fire Safety Act 2021, Building Safety Act 2022, The Fire Safety (England) Regulations 2022 and the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025.

3.4 To comply with these requirements SCH will ensure compliance with the relevant statutory requirements. This will include but is not limited to the following activity:

In relation to the RRO 2005 as amended by the Fire Safety Act 2021 –

- Carry out fire risk assessments at least every 12-months or sooner if there is reason to suspect that the most recent risk assessment is no longer valid.
- Employ suitable qualified and competent contractors to carry out fire risk assessments and fire safety related works.
- Act on recommendations made by specialist contractors employed by SCH to carry out fire risk assessments.
- Carry out general fire precautions aimed at identifying and addressing fire hazards.
- Ensure that there are sufficient measures in place to prevent the spread of fire.
- Ensure means of escape can be safely and effectively used.
- Ensure that means of fighting fires are available and are in with the fire strategy of each premise.
- Ensure measures are in place for detecting fires and giving early warning are available in line with the fire strategy of each premise.
- Ensure sufficient instruction and training is provided to occupants and users on action to take in the event of a fire.
- Ensure that appropriate training is provided to employees who are appointed to the role of fire marshals.
- Conduct fire drills to support the information provided to individuals as necessary to support the evacuation strategy for each premise.
- Ensure that any facilities, equipment, and devices provided for safety purposes are subject to suitable maintenance and in good working order.
- Ensure that our staff are well trained to understand good customer services, identify and manage health and safety risks and understand this policy and their role in delivering it.

In relation to The Fire Safety (England) Regulations 2022 –

- Install and maintain a secure information box at high-rise residential buildings in line with the regulations.
- Inspect the secure information box at least annually and ensure that it continues to meet the requirements stipulated in the regulations.
- Prepare and keep up to date a record of design and materials of external walls for highrise buildings and provide an electronic copy to the fire and rescue authority.
- Prepare and keep up to date floor plans and building plans for each floor of high-rise residential building provide an electronic copy to the fire and rescue authority.
- Undertake monthly routine checks of lifts for use by firefighters, evacuation lifts and essential firefighting equipment located in high-rise residential buildings.
- Ensure that high-rise residential buildings contain clear markings of floor identification and identification of domestic premises.
- Display fire safety instructions for residents in any building within the scope of the regulations.
- Provide an up-to-date copy of fire safety and fire door information to new residents and to all residents within each period of 12 months or after any material changes to the instruction previously issued.
- Use best endeavour to undertake checks of individual domestic fire doors at least every 12 months for buildings within the scope of the regulations.
- Undertake checks of any fire doors in communal areas of buildings at least every 3 months for buildings within the scope of the regulations.

In relation to The Building Safety Act 2022 –

- Ensure all occupied higher-risk buildings with its stock portfolio are registered with the Building Safety Regulator (BSR).
- Create, keep, and provide a golden thread of key information about the building to ensure its safety throughout its lifecycle.
- Apply for a building assessment certificate when directed to do by the BSR.
- Display building assessment certificate for higher-risk buildings as required by the regulations.
- Provide information to the BSR, residents and other persons as prescribed in the Building Safety Act.
- Inform residents of their duties under the Building Safety Act.
- Establish and operate an effective mandatory occurrence reporting system.
- Prepare a residents' engagement strategy for promoting the participation of relevant persons in the making of building safety decisions.
- Undertake regular reviews of the resident engagement strategy.
- Take appropriate action where recommendations are made the regulator to improve safety.
- Undertake assessments of the building safety risks and undertake further assessment at regular interval when there is reason to believe that the most recent assessment is no longer valid or when directed to do so by the regulator.
- Take appropriate action to manage building safety risks.
- Prepare and keep up to date a safety case report for each higher-risk building.
- Notify the BSR after preparing or revising a safety case report.
- Maintain information and records to evidence compliance with this regulation.

In relation to The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 –

- Use reasonable endeavours to identify residents who may need assistance to evacuate in the event of an emergency.
- Offer to undertake a person-centred fire risk assessment to identified residents to understand their specific needs and risks.
- To implement measures that could be reasonably and proportionately introduced to mitigate against the resident's risks and aid their evacuation
- Create a written statement outlining agreed-upon actions for the resident in the event of a fire.
- Where we have consent from the resident, we will share relevant information about their PEEP with the local Fire and Rescue Service to aid their evacuation or rescue.
- Review residential PEEPs at least annually, or more frequently if a resident's circumstances change.

4. Legislative & Regulatory Framework

The main legislation and regulations governing this policy are:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Building Safety Act 2022
- The Fire Safety (England) Regulations 2022
- The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
- The Social Housing Regulation Act 2023
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022

Building Safety Act: Secondary Legislation

Building Control

- The Building Regulations etc. (Amendment) (England) Regulations 2023
- The Building (Approved Inspectors etc. and Review of Decisions) (England) Regulations 2023
- The Building Safety Act 2022 (Consequential Amendments etc) Regulations 2023
- The Building (Restricted Activities and Functions) (England) Regulations 2023
- The Building Safety (Regulator's Charges) Regulations 2023
- The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023
- The Building (Registered Building Control Approvers etc.) (England) Regulations 2024
- The Building (Registered Building Control Approvers etc.) (England) (Amendment) Regulations 2024

Higher-Risk Buildings

- The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023
- The Building Safety (Registration of Higher-Risk Buildings and Review of Decisions) (England) Regulations 2023
- The Higher-Risk Buildings (Key Building Information etc.) (England) Regulations 2023
- The Building (Public Bodies and Higher-Risk Building Work) (England) Regulations 2023
- The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023
- The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023
- The Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024

Architects Act and Consequential Amendments

- The Architects (Fees, Electronic Communications and Miscellaneous Amendments) Regulations 2022
- The Architects Act 1997 (Amendment) Regulations 2023
- The Building Safety Act 2022 (Consequential Amendments and Prescribed Functions) and Architects Act 1997 (Amendment) Regulations 2023

Construction Products

- The Construction Products (Amendment) Regulations 2022

Leaseholder Protections

- The Building Safety (Leaseholder Protections) (England) Regulations 2022
- The Building Safety (Leaseholder Protections) (Information etc) (England) Regulations 2022
- The Building Safety (Leaseholder Protections etc.) (England) (Amendment) Regulations 2023

Responsible Actors Scheme

- The Building Safety (Responsible Actors Scheme and Prohibitions) Regulations 2023

Additional legislation:

- Housing Act 2004
- Health and Safety at Work Act 1974
- 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
- Gas Safety (Installation and Use) Regulations 1998
- The Furniture and Furnishings (Fire Safety) Regulations 1988
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Building Regulations 2010: Approved Document B Fire Safety
- Electrical Equipment (Safety) Regulations 2016
- Construction (Design and Management) Regulations 2015
- Data Protection Act 2018
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Homes (Fitness for Human Habitation) Act 2018
- Equality Act 2010 and relevant statutory Codes and guidance produced by the Equality and Human Rights Commission.

5. Scope

5.1 This policy applies to all SCH employees, contractors, stakeholders, individuals who may be affected by our activities or services and other persons who may work on, occupy, visit, or use SCH managed or controlled premises.

5.2 This policy applies to the following locations:

- Rented properties including garages
- Communal areas
- Offices and storage facilities
- Leasehold and shared ownership premises where SCH retains the responsibility to maintain all or part of the building.

6. Key Roles and Responsibilities

Role	Responsibilities
Solihull Metropolitan Borough Council	• As the landlord is responsible for ensuring that the housing stock is managed in accordance with legal and regulatory requirements.
SCH Board	• The Board has the overall governance responsibility for ensuring that SCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes: • Establishing key H&S policies. • Awareness of risks and risk controls in place. • Agree performance targets and a performance monitoring framework. • Ensuring availability of adequate resources and competencies for delivering policy commitments • Ensuring appropriate reporting and auditing activity • Ensuring residents' voices are heard.
Director of Economy and Infrastructure	• SMBC's Director of Economy and Infrastructure fulfils the role requirements of the Principal Accountable Person under the Building Safety Act 2022.

Chief Executive	The Chief Executive is the Responsible Person and has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the management of fire and building safety.
ELT	- Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met. - To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties.
Head of Building Safety and Compliance	- Ensuring the fire and building safety management plan is implemented, relevant, current, and practical. - To ensure that all activity required for compliance with this policy is carried out. - Provision of quarterly performance reports for the Board as part of the monitoring framework. - Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working. - Ensure a collaborative and transparent working relationship with external bodies like the BSR and local Fire and Rescue Services.
Building Safety Manager(s)	- Administer associated contracts and act as the first point of contact for fire and building safety related queries. - Ensure effective management of SCH's fire and building safety programme and works. - Ensure that fire and building safety information is available for those carrying out work in SCH premises. - Liaising between the employees, contractors, consultants, and residents about matters pertaining to fire and building safety in properties managed or owned by SCH.
Employees, Residents and Contractors	Adhere to the framework set out in this policy.

7. Communications

7.1 A copy of this policy will be made available to all stakeholders on the SCH website, to new tenants during the tenancy sign-up process, when new tenants move in following mutual exchanges and when major works are undertaken in homes.

7.2 SCH staff managing contracts and projects will ensure that appropriate fire and building safety information is provided to contractors prior to commencement of works.

7.3 SCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

7.4 SCH will promote fire and building safety awareness through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

7.5 To ensure that appropriate and suitable training is provided to staff, SCH will carry out training needs where appropriate.

8. Meeting individual needs and reasonable adjustments

8.1 SCH values equality, fairness and inclusion, and recognises that our residents represent diverse communities. We fully recognise the need to ensure that all tenants are treated fairly and can have equal access to our homes and services. We will ensure that when we come across individual needs, we will do our best to keep people safe from harm and hazards. This means communicating with residents in diverse ways by offering translation and interpretation, offering or explaining information in alternative languages and formats and working with carers, families and advocates for those with vulnerabilities and young adults setting up a home for the first time

9. Equality, Diversity and Inclusion summary

9.1 SCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise our duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff and residents to share these values and treat all customers with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

9.2 SCH will apply a zero-tolerance response to acts of discrimination, bullying, harassment and domestic abuse.

10. Monitoring & Review

Monitoring Arrangements

10.1 SCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with our contractors delivering services.

10.2 Performance against key performance indicators will be monitored via our performance management framework.

Review

10.3 This policy will be reviewed every two years by Head of Building Safety and Compliance unless there are any significant changes to current legislation or regulation, good practice or guidance, or as the result of the outcome of an incident review or Ombudsman determination.