

# **Temporary Accommodation - Fire Safety Management Plan**

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Council's approach to fire safety management. The Council will ensure its temporary accommodation properties are effectively inspected, maintained, managed, and remain safe for its residents, staff, contractors and visitors.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including fire safety management, and that homes are fit for habitation. The Council must treat any incident relating to fire safety management with the utmost seriousness and act promptly to protect residents.

## **3. Fire safety management**

This plan aims to minimise the likelihood of a fire occurring and the consequences in the event of a fire.

The Council will implement, manage, monitor and audit a range of fire safety management actions including: -

- Develop appropriate fire risk assessments
- Appropriate and regular servicing, maintenance and testing of fire safety equipment including fire doors
- Meaningful engagement with our residents
- Increased awareness of fire safety issues by providing training and support to staff, contractors and other stakeholders

### Fire risk assessments

As outlined in the Regulatory Reform (Fire Safety) Order 2005 and the requirements of the Fire Safety Act 2021 the council will evidence fire safety management by carrying out fire risk assessments on an annual basis.

The aims of a fire risk assessment are:

- To identify fire safety hazards in our temporary accommodation.
- To reduce the risk of those hazards causing harm to as low a level as is reasonably practicable.
- To decide what physical fire precautions and management processes are required to ensure the safety of any individuals occupying the property in the event that a fire occurs.

### Evacuation process

The Council will advise and promote relevant information about fire evacuation fire processes. Detailed fire safety information including safe evacuation and the importance of fire doors will be provided to all new residents and annually to existing residents.

Due the different types of temporary accommodation the council manages, a number of evacuation processes will be employed to ensure that residents, staff members, contractors and visitors remain safe in the event of a fire occurring, or any other reason prompting the evacuation of a building.

The protocols used for evacuation include the following:

- Stay Put
- Full Evacuation
- Phased Evacuation
- Partial Evacuation
- Progressive Horizontal Evacuation
- Progressive Vertical Evacuation

### Firefighting equipment

The Council does not provide any fire fighting equipment such as fire extinguishers in its accommodation to avoid use by untrained residents, staff members, contractors or visitors. Where a fire occurs, any occupiers should evacuate the property and call the Fire Brigade immediately.

Fire blankets will only be made available for temporary accommodation on sites that have shared communal cooking facilities.

### Fire doors

Fire doors installed in the communal spaces and temporary accommodation managed by the Council must achieve an appropriate standard and / or certification to ensure that they meet suitable safety standards.

This process requires fire doors to be inspected regularly and evaluated to ensure that the door, frame, hinges, mechanical closers, smoke and heat seals are of the correct type and also fitted in compliance with relevant standards.

Initial assessments, labelling, cataloguing and repairs to fire doors will be carried out by an independent specialist contractor.

Fire Doors will be inspected to the following frequencies:

- Communal fire doors – At least every 3 months
- Flat front doors – At least every 12 months

### Communication and Resident Engagement

The Council will engage with residents to make sure they feel safe in their homes and surroundings, understand how to report problems and concerns and ensure that they understand exactly what to do if there is a serious incident in the block where they live. The key objectives for resident engagement are:

**Listen and understand** – The Council will communicate with residents to make sure that they receive relevant information and feel well informed. The Council will make sure that resident's voices are heard, understood and acted upon.

**Involve** – The Council will involve residents and encourage them to take part, so they feel empowered to play a key role in ensuring the safety of their home. Residents should also be made aware of and understand their responsibilities.

#### **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- The Regulatory Reform (Fire Safety Order) 2005
- The Fire Safety Act 2021
- The Building Safety Act 2022
- The Building Regulations 2010
- The Housing Act 2004
- The Construction (Design & Management) Regulations 2015
- The Fire Safety (England) Regulations 2022

##### **The Regulatory Reform (Fire Safety Order) 2005**

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires the Council to ensure fire safety in the temporary accommodation they manage, particularly in common areas of HMOs, flats, and other shared spaces. The Council must carry out regular fire risk assessments, maintain fire safety precautions, and keep residents informed about fire safety measures.

##### **The Fire Safety Act 2021**

The Fire Safety Act 2021 impacts the Council by clarifying and expanding its responsibilities regarding fire safety in multi-occupied residential buildings, including the structure and external walls (including cladding, windows, and balconies), and entrance doors to individual flats. The Council must ensure fire risk assessments are conducted, cover these elements, and are reviewed regularly

##### **The Building Safety Act 2022**

The Building Safety Act 2022 impacts the Council by requiring them to manage safety risks in high-rise buildings (high-rise, at least 18 meters tall or 7 storeys, with two or more residential units), particularly those relating to fire safety, and by imposing duties to remediate building defects. The Council currently does not manage any high-rise properties.

## **The Building Regulations 2010**

Landlords have a responsibility to ensure fire safety in their properties, particularly under the Building Regulations 2010 and the Regulatory Reform (Fire Safety) Order 2005. This includes conducting fire risk assessments, installing and maintaining fire safety equipment, and ensuring residents are aware of fire safety procedures.

## **The Housing Act 2004**

The Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005 (FSO) requires the Council to take reasonable steps to ensure their temporary accommodation are safe from fire, particularly in houses in multiple occupation (HMOs) and common areas of flats. This includes carrying out fire risk assessments, identifying and mitigating fire hazards, and ensuring safe escape routes.

## **The Construction (Design & Management) Regulations 2015**

The Construction (Design & Management) Regulations (CDM) 2015 don't directly address fire safety in the context of existing buildings, but they do play a role in ensuring safe construction and renovation work. The Council need to understand that any fire safety measures taken during construction or renovation must comply with CDM requirements, and they are responsible for ensuring their properties are safe from fire.

## **The Fire Safety (England) Regulations 2022**

The Fire Safety (England) Regulations 2022 requires the Council, in multi-occupied residential buildings. They require landlords to conduct fire risk assessments, implement fire safety measures, and ensure ongoing maintenance of fire prevention systems in common areas. The Council also has a responsibility to inspect flat entrance doors annually and communal fire doors quarterly.

## **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to reduce the risk of fire in the temporary accommodation it manages.

The Council will immediately implement any remedial action required to resolve any high-risk results identified.

The Council will ensure all approved contractors are qualified and competent to carry out the specific tasks that they've been assigned

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any fire safety concerns to the Council immediately.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

The Council will ensure all records, inspections, surveys and documentation are kept up to date and readily available.

## **6. Addressing water systems management issues**

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers a fire safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident.
- Consider if property is suitable for occupation.
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified contractor to attend the property, having agreed a suitable date and time. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help prevent future issues from arising.