Fire Safety Policy

Havenstone Homes Ltd · Version 1.0 · Effective October 2026

Approved by	The Directors, Havenstone Homes Ltd
Effective from	October 2026
Next review	October 2027, or sooner if the law or our services change
Contact	info@havenstonehomes.co.uk

1. Purpose

Havenstone Homes Ltd is committed to protecting residents, visitors and anyone working in our homes from fire. This policy explains how we meet our duties under the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety (England) Regulations 2022 and the Smoke and Carbon Monoxide Alarm (England) Regulations 2015, as amended.

2. Responsible person

For homes where we control the shared parts, Havenstone is the “responsible person” under the Fire Safety Order. A named director is responsible for fire safety and for this policy.

3. Fire risk assessment

- Every home with shared parts, and every house in multiple occupation, has a written fire risk assessment by a competent person before anyone moves in.
- Assessments are reviewed at least once a year, after any significant change to the building or how it is used, and after any fire.
- Actions from the assessment are recorded, given a target date and tracked to completion.

We follow the government’s guidance for sleeping accommodation and the national guidance on fire safety in existing housing.

4. Fire safety measures

Depending on the property type and the findings of the fire risk assessment, measures include:

- Interlinked fire detection and alarm systems to the grade and coverage set out in the assessment, in line with BS 5839-6
- At least one smoke alarm on every storey, and a carbon monoxide alarm in any room with a fixed combustion appliance
- Fire-resisting doors (typically FD30S with self-closers) to bedrooms, kitchens and escape routes where required
- Protected escape routes kept clear of storage and obstructions
- Emergency lighting where the assessment requires it
- A fire blanket in shared kitchens

- Fire-safe furniture and furnishings that meet the Furniture and Furnishings (Fire) (Safety) Regulations 1988

5. Testing and maintenance

Item	How often
Alarms tested and recorded	At the start of every tenancy, and at each inspection (at least every three months)
Fire alarm system serviced by a competent person	Every 6 months, or as the system standard requires
Emergency lighting	Monthly function check; annual full-duration test
Fire doors and self-closers checked	At each inspection
Fire risk assessment reviewed	At least once a year

6. Information for residents

- Every resident receives clear fire safety information when they move in, including what to do if there is a fire and how to report a fault.
- Where a building has shared parts, fire action notices are displayed and residents are told about the importance of keeping fire doors closed.
- We work with support partners to agree personal emergency evacuation arrangements for anyone who may need help to leave the building.

7. Residents’ part

We ask residents not to tamper with alarms or fire doors, not to store items in escape routes, and to report any fault straight away. Faulty alarms will be repaired or replaced promptly.

8. If there is a fire

Get out, stay out and call 999. Once everyone is safe, tell us and your support partner as soon as possible. We will record and investigate every fire or false alarm.

9. Review

This policy is reviewed every year and whenever the law or guidance changes.