

Fire Safety Policy

Version Control

This is version 1 of the Fire Safety Policy, effective from 19/05/2026

Approved by NewArch Homes Board: 19/05/2026

Next Review Date: 19/05/2028

Policy Owner: Georgia Kirby-Watt (Operations Director for NewArch Homes)

This policy applies to residents in NewArch rented homes

This policy has been written using recognised best practice and reflects our current approach at the time of publication.

Our approach to fire safety

At NewArch Homes, your safety and wellbeing are our top priorities. We're committed to making sure every home and communal area is safe, well-maintained, and fully compliant with all legal and regulatory requirements. This policy explains how we manage fire safety in our rented homes and shared spaces, so you know exactly what we're doing to keep you safe.

What this policy means for you

This policy applies to all rented properties and communal areas managed by NewArch, including leasehold and shared ownership blocks. Our trusted Management Partners and contractors are expected to follow this policy, ensuring a consistent and caring approach for all residents.

These partners confirm their commitment to fire safety and are expected to comply with our policy. NewArch will ensure partners keep us updated on their adherence to the policy by requesting regular reporting on fire safety activities. Periodically, NewArch will review our partners' performance on fire safety by conducting internal audits.

If there's ever a difference between this policy and your tenancy agreement, your agreement will always take precedence.

Where this policy uses the term 'we or us', it refers specifically to both Management Partners, who are responsible for putting this policy into practice on a day-to-day basis, and NewArch who will be ensuring this is happening as expected by seeking regular assurance and reporting.

If you need help, have a question, or wish to report an issue, you should always contact your Management Partner in the first instance, as they are your main point of contact for managing your home.

How we manage fire safety

Everyone has a role to play in fire safety: NewArch staff, managing partners and contractors working on our behalf. To ensure we manage fire risks appropriately, we will:

Make sure that anyone involved in fire safety work is properly trained and qualified. This includes training staff, checking contractor qualifications, and hiring expert consultants.

Use a range of safety measures to protect you and your home. These may include smoke alarms, fire extinguishers, sprinkler systems, escape routes, and fire-resistant structures. For buildings over 18m or 7 storeys, we install secure information boxes for emergency services.

Carry out regular fire risk assessments (FRAs) for all relevant properties. These are done by qualified professionals and re-assessed every three years or sooner depending on the risk rating given by the assessor. Each FRA identifies hazards, people at risk, evaluates fire risk, recommends safety improvement measures with timescales determined by the assessor. We complete actions within given timescales and track performance by Management Partners.

Fire risk assessments

NewArch will ensure that a suitable and sufficient fire risk assessment (FRA) is carried by a competent, qualified professional for all relevant properties regularly and the frequency will be based on the advice of the qualified fire risk assessor.

The fire risk assessment will:

- Identify the fire hazards;
- Identify people at risk;
- Evaluate the risk of a fire occurring and the risk to people;
- Determine the necessary fire safety measures;
- Record the findings and any action taken; and
- Be regularly reviewed and updated, especially after any significant changes.

Maintenance and testing

All fire safety equipment and systems will be regularly maintained and tested to ensure they are in good working order. This will include:

- Regular testing of fire alarms (if applicable);
- Periodic inspection and maintenance of fire extinguishers (if applicable);
- Maintenance and servicing of emergency lighting;
- Maintenance and servicing of smoke ventilation systems; and
- Maintenance and servicing of fire suppressing systems (if applicable);
- Record of any near misses in relation to combustible cladding

What to do in case of fire

We'll make sure everyone knows what to do if a fire happens. This includes evacuation procedures, how to call the Fire and Rescue Service, and support for vulnerable residents.

Smoke Alarms

We install at least one smoke alarm on every floor of our rented homes. These are tested annually during gas or electrical safety checks. Tenants should test alarms regularly and replace batteries when needed. If you're unable to do this due to a vulnerability, we'll help. We aim to install hard-wired alarms during full rewires. Leaseholders and shared owners are responsible for their own alarms.

Information and training

We'll provide clear guidance to Management Partners on their obligations under this policy.

Resident Responsibilities

We ask all residents to help keep their homes and communal areas safe by reading fire safety information, following notices, keeping escape routes clear, testing alarms, and reporting concerns. Residents cannot store items in the communal areas as this comprises escape routes and the fire safety strategy. This includes – pushchairs, doormats and bicycles.

Higher-Risk Buildings

For buildings over 18m or 7 storeys, we take extra steps to ensure safety. This includes appointing safety managers, maintaining a Building Safety Case, installing secure boxes and signage, conducting monthly checks, and sharing safety information.

Equality and diversity

We're committed to making reasonable adjustments to meet the diverse needs of our tenants, ensuring everyone has fair access and outcomes.

Appeals and complaints

If you're not happy with a decision made under this policy, you can appeal using our Complaints Policy.

Policy management and review

Our Board oversees this policy, which is reviewed every two years, or sooner if needed. We'll update it to reflect changes in law or best practice.

To ensure compliance with this policy and legal and regulatory requirements, the following performance measures will be collected:

- % of blocks/communal areas that have a valid FRA in place
- Number of FRA actions outstanding
- Number of high/med/low priority remedial actions outstanding
- Degree of assurance of FRA actions that have been closed down
- Report on individual flat door checks completed on time (buildings over 11m)
- Number of individual flat door checks outstanding including those overdue (buildings over 11m)

Related policies and documents

This policy works alongside:

- Regulatory Reform (Fire Safety) Order 2005;
- Fire Safety Act 2021;
- Fire Safety (England) Regulations 2022;
- Building Safety Act 2022;
- Higher-risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023
- The Health and Safety at Work etc Act 1974;
- The Housing Act 2004;
- Electrical Equipment (Safety) Regulations 2016; and
- The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022