



Fire Safety Management Plan

RB-PB1FQX 2025

Forward.

Managing fire safety is the whole process throughout the life of a building intended both to minimize the incidence of fire and ensure that, when a fire does occur, appropriate fire safety systems (including active, passive, and procedural systems) are in place and are fully functional.

Resident engagement is intended to increase fire safety awareness and improve the probability of appropriate behaviour, to minimize the threat from the fire. Therefore, it is an essential element in averting the loss of life in the event of a fire incident.

Introduction.

The Fire Safety Management Plan (FSMP) is a live document that sets out and manages the plans and controls that we Homes For Changes (HFC) have in place regarding life safety and our commitments to ensure that we keep our residents and colleagues safe from fire.

The FSMP will help our communities to feel safe in their own home and improve fire safety management, decision-making and accountability for the life cycle of our buildings, in accordance with relevant Fire Safety Legislation and Guidance.

Scope.

The FSMP applies strictly to all premises which, are to any degree, under the control of Home for Changes. Its requirements extend to all persons at those premises, including but not limited to staff, visitors, and contractors (all Relevant Persons).

Management Structure and Influence.

Accountable persons & Responsible Person

Homes for Change Housing Co-operative Ltd
Old Birley Street
41 Old Birley Street
Hulme
Manchester
M15 5RF.

Who are responsible the day-to-day operations and has overall responsibility for the effective implementation of the Fire Safety Policy and all related fire safety matters, including this FSMP.

Single point of contact

As HFC is a housing co-operative and all tenants are The Landlord the Responsible Person is the Management Committee - committeemembers@homesforchange.co.uk

The Health and Safety officer and main contact is Lee Fullwood - leedirect@hotmail.co.uk

Fire Safety Consultants.

T B Fire Risk Management (TBFMRM).

Legal duties

Accountable persons are responsible for assessing and managing the risks posed to people in and about the building from structural failure or the spread of fire in the parts of the building they are responsible for.

To do this, accountable persons must: -

1. Put measures in place to prevent building safety risks happening and reduce the severity of any incident that does happen.
2. Report certain fire and structural safety issues or incidents.
3. Engage with residents about the building's safety.
4. Keep, update and provide information about the building.
5. Transfer building safety information to any incoming accountable person.
6. Notify the Building Safety Regulator if there's a change to an accountable person.

Key Roles and Responsibilities.

Resident Fire Safety Responsibilities:

Residents are required to adhere to fire safety measures, including:

1. Regular testing and maintenance of smoke alarms as per fire safety advice.
2. Ensure walkways remain free from storage and obstructions and that no large household items are permitted, such as sofas, large plants, chairs or anything which could block the escape route or obstruct the fire service. All walkways must have AT LEAST 120cm (two paving slabs) clearance
3. Utilising only the fixed heating system provided. If additional heating is required, only convector heaters may be used in hallways and corridors. Radiant heaters, including gas, paraffin, or electric bar fires, are prohibited.
4. Prohibiting storage of items within boiler cupboards.
5. Keeping access roads clear for emergency vehicle use.

6. Ensuring fire doors remain closed and are not wedged open.
7. Prohibiting the use of barbecues or firepits on walkways, balconies, or terraces. Barbeques on the ground floor must be closely supervised and completely extinguished after use.
8. Avoiding the storage of flammable or combustible materials on balconies.
9. Ensuring cigarettes are properly extinguished and disposed of responsibly.
10. Seeking approval before replacing internal or front fire-rated doors.
11. Regularly testing domestic appliances and removing faulty equipment.

Flat Entrance Doors & Internal Doors:

1. Flat entrance doors serve a critical fire safety function by preventing fire from spreading into communal areas and shielding flats from external fire exposure, allowing residents time to shelter or evacuate.
2. Any new or replacement doors must comply with FD30s standards, providing 30 minutes of fire resistance, and must meet: o BS 476: Part 22: 1987 or BS EN 1634-1: 2000 standards.
3. Security by Design requirements.
4. Certification under the TRADA Q-Mark Scheme or the BWF Certifire Scheme.

Where a door has been replaced without prior notification, details must be submitted - committeemembers@homesforchange.co.uk.

Fire Door Installation:

Fire doors must be installed by competent professionals accredited under third party schemes, including:

1. BM TRADA
2. BWF-Certifire.

Homes For Changes.

Homes For Changes will assume the role of Fire Safety Manager (FSM) and have responsibility for the management of fire safety for **41 Old Birley Street Hulme Manchester M15 5RF**, reporting directly to the committee members.

Homes For Changes will oversee the ongoing operation of the live Fire Safety Management Plan (FSMP). Homes For Changes will implement, organise, and manage fire safety procedures, ensuring the plan is applied to all premises or parts of premises occupied by Homes for Changes tenants.

Homes For Changes will ensure that the provisions within the FSMP are adopted to the required standard and will:

5. Formulate, revise, and update the fire safety management plan.
6. Ensure adequate resources are available to manage fire risk in multi-storey buildings.
7. Carry out audits to ensure that the provisions within the FSMP are being enforced to the required standard.
8. Ensure that tenants are provided with sufficient information and instruction regarding fire safety.
9. Make sure that fire precautions are effectively maintained.
10. Carry out fire investigations to ensure that risks are reviewed and lessons are learned.
11. Ensure tenants understand and adhere to the Policy.

Fire Safety Advice (external).

The Fire Safety Consultant, is responsible for providing a comprehensive advisory service to HFC covering all aspects of fire safety management, including fire risk assessments in accordance with relevant fire safety legislation. The consultant will provide advice and guidance, as and when required and report any concerns to Homes for Changes.

Resident engagement team.

Homes For Changes does not have a dedicated resident engagement team but takes a proactive approach, providing relevant information to residents and carrying out engagement as required

Employees.

There are no employed staff on site; however, all tenants and occupants have a duty regarding fire safety. All persons associated with Homes For Changes at 41 Old Birley Street are expected to:

1. Take reasonable care for their own safety and that of others who may be affected by a fire incident, including fellow tenants, visitors, and contractors.
2. Cooperate with Homes For Changes to enable compliance with fire safety requirements and legal duties.
3. Remove or reduce fire hazards that may present a serious risk to themselves or others.
4. Report potential hazards that could create a fire risk.

Tenants and Leaseholders.

This Policy should be read in conjunction with Homes For Changes' current Tenancy Agreement or Terms of Lease. Tenants and leaseholders must not make any material alterations to their home without obtaining prior formal approval from Homes For Changes.

Contractors.

Contractors carrying out work on Homes For Changes' buildings can introduce an increased fire risk, particularly when performing 'hot' works. All contractors engaged under this plan must be suitably competent and hold current third-party accreditation relevant to their activities.

All contractors working within Homes For Changes' managed properties must adhere to strict fire safety protocols, including:

1. **Accreditation & Vetting** – Contractors undergo a rigorous accreditation process before being approved to work on-site.
2. **Public Liability Insurance (PLI)**– Evidence of valid PLI insurance is held on file for all contractors.
3. **Hot Works Policy** – Contractors carrying out high-risk activities (e.g., welding, grinding) are issued with a Hot Works Policy and must obtain a Hot Work Permit before commencing work.
4. **Site Rules & Permit to Work Policy** – All contractors must comply with site-specific rules and the Permit to Work Policy, ensuring work is conducted safely and in accordance with fire safety regulations.

RISK MANAGEMENT

Risk assessments

Fire risk assessments will be carried out on a 12 monthly basis by a competent person. The risk assessment shall identify and evaluate sources of ignition, fuel, passive fire protection measures, firefighting equipment and emergency procedures.

Risk assessments will be reviewed annually, and: -

1. Following a fire.
2. Following a near miss.
3. Following the introduction of new working practices.
4. As deemed necessary by the Fire Safety Plan Manager.

Fire Fighting Equipment

There are no extinguishers within the premises which is suitable and follows the guidance.

Alarm systems

There is no common fire alarm & detection system, the detection within the residents' flats is under the responsibility of the tenants.

Evacuation Plan

Stay-Put Policy

The building operates a stay-put (stay-safe) policy. Residents are to remain in their flats unless directly affected by fire, experience significant smoke ingress, or are instructed to evacuate by the fire and rescue service. Residents should close doors and windows when remaining in their flats to provide protection while waiting for emergency assistance.

Evacuation Routes and Communal Areas

Although there are no offices or staff areas, all communal escape routes, including staircases, corridors, and exit doors, are maintained to ensure safe egress. Residents should use the nearest safe exit if they choose to evacuate, avoiding lifts at all times during a fire. Escape routes must remain clear of obstructions at all times.

Vulnerable Residents and Assistance

Residents who may have mobility issues, medical conditions, or other vulnerabilities are encouraged to inform Homes for Changes so that guidance can be provided on safe evacuation procedures. In the event of fire, vulnerable residents should contact the fire and rescue service immediately if they need assistance leaving their flats.

Assembly and Safe Areas

Residents leaving the building should move freely to any safe location clear of the building and follow the guidance of the fire and rescue service if present. Residents understand to gather at the central Mound and Theatre Space.

Communication During a Fire

Residents are responsible for raising the alarm by dialling 999 if they discover a fire. Smoke alarms within individual flats are the responsibility of the tenants; residents should ensure alarms are functional and

tested regularly. Residents should alert neighbours if safe to do so, and follow any instructions from emergency services.

Resident Briefings and Records

All residents will be provided with fire safety information during tenancy sign-up and refreshed annually. Records will be maintained of:

1. Resident briefings and information provided.
2. Any fire incidents, near misses, or fire drills.
3. Fire door inspections, repairs, and replacements.

Fire in a Flat

1. Occupants discovering a fire should leave the flat, closing the door behind them, and call 999.
2. Residents on other floors should remain in their flats unless smoke or fire affects them directly.
3. Anyone in common areas should exit via the nearest safe route.

Drills and Testing

Informal exercises or fire drills may be undertaken to reinforce resident awareness and confidence in the stay-put procedures.

Review and Updates

The Evacuation Plan will be reviewed annually or following:

1. Any fire incident or near miss.
2. Introduction of new working practices or building modifications.
3. Updates to fire safety legislation or guidance.

Records

Homes For changes will hold and maintain a fire record. This will detail: -

1. Fire Safety management plan
2. Fire Safety information to residents including fire door information
3. Emergency lighting tests.
4. Visits from the Fire Officer.

Inspection of Fire Precaution Measures

A regular inspection of the fire precaution measures will be carried out annually and the results recorded. Inspections are to include: -

1. Fire doors.
2. Intumescent strips and smoke seals.

3. Door closers.
4. Signage.

4.10.2 Any repairs identified are to be raised immediately with the relevant contractors and to the correct specification.

Evacuation plan

1. Where a fire starts in a flat, the occupiers are to leave the flat closing the door behind them and raise the alarm - dial 999 and request the Fire Service. They should leave the building via the stairs and meet the Fire Services when it attends. Any instructions from GMFRS should be followed.
2. As HFC currently operates a Stay Safe Policy, all other residents should remain in their flat with the doors and windows closed, unless there is significant smoke ingress to their flat. If a resident feels that there is a significant risk, they should leave their flat closing the door behind them and leave the building.
3. Any person in the common parts of the building is to leave by the nearest safe route.
4. Lifts should not be used in the event of a fire.

Tenant sign-up

1. All tenants are to be briefed on fire safety measures specific to their home at sign up and 12 months after.
2. Tenants are required to provide reasonable access, as per their Tenancy Agreement, to allow HFC contractors access to carry out gas safety/fire door inspections checks and allow GMFRS to carry out home safety checks.

Gas and electricity

1. All gas appliances will be serviced and inspected annually. A Landlord Safety Certificate will be obtained for each property.
2. Void properties will not be let unless a valid Gas and Electrical Safety Certificates have been issued.
3. Communal installations will be inspected on a five yearly programme.

Items on the escape route/open deck

1. Only paints and materials to the category 0 for fire protection, are to be used in any escape routes / areas.
2. Wooden furniture, flammable items or anything that poses a significant fire risk are not permitted.
3. Large Christmas decorations are not permitted; door mats are permitted.

Mobility scooters/E-bikes

1. The use of mobility scooters is increasing. It would be expected that a tenant would store such equipment within their property. HFC will not allow scooters to be stored within any communal areas.

Fire doors

Due to the design of the block only South block by the wooden stairs are required to have suitable fire rated doors fitted with self-closing devices.

1. These Individual flat doors provide a key line of defence in fire safety. Tenants are not permitted to change the front door to their flat without written permission. To ensure that fire protection remains in place, such permission will insist that replacement front doors, frames and door furniture are to be a minimum of 30 minutes fire resisting, with intumescent strips and cold smoke seals (FD30s).
2. Any resident who fails to maintain this standard will be re-charged for the works in order to re-instate this standard.

Firefighting equipment

1. Firefighting equipment will not be supplied or fitted to domestic properties or communal areas. This is to prevent untrained persons attempting to fight a fire, putting themselves at unnecessary risk.

Liaison with Emergency Services

2. Homes For Changes are committed to working with Greater Manchester Fire and Rescue Service to create a safer place to live and work.
3. Liaison with GMFRS is critical in order to identify trends and will help to develop methods of risk identification and risk reduction. The parties will share relevant information to reduce the risk of fire to as low as possible and will include: -
4. List of all managed properties.
5. Joint working to enable accurate assessments of risk.
6. Sharing of information on fire incidents.
7. HFC will work with GMFRS to promote best practice in reducing fire risk.