



Amendment to Fire Safety Policy.

The Housing Governance Board on the 12 August 2026 has approved changes to the current Fire Safety Policy.

1. Recording of Fire Risk Assessment Advisories.

- Actions identified within an FRA will continue to be recorded in QL as tasks with an appropriate completion timeframe.
- Advisories and statements for information will not be recorded as actions.
- Instead, advisories will be recorded in QL by raising a CRM contact/query, detailing the advice or information from the FRA.
- The Fire Safety Team have a separate record for all fire safety data, overview of advisories will be regularly reviewed and raise the relevant items with teams such as T&I, Repairs and TMT where appropriate.

2. Change to Fire Door Inspection Frequencies.

The legal requirement for communal fire door inspections is every six months. The Housing Governance Board has approved a change in process which ensures that the inspection frequency is aligned with this requirement

Communal Fire Safety Inspections will continue to be undertaken every three months. Any fire door defects identified during these inspections will continue to be reported and addressed through the standard repairs process, ensuring that fire safety standards are maintained between formal fire door inspections.

3. Exception to Zero Tolerance Policy.

Many residents are reliant on mobility aids and mobility scooters within Cheltenham Borough Councils sheltered housing. In some limited cases, it has been identified that tenants have little to no mobility and are heavily reliant on

mobility scooters to enable them to leave the premises and carry out daily tasks and maintain wellbeing.

However, many of the sheltered scheme's do not have sufficient storage facilities on site for the increasing number of mobility aids/scooters being used and requiring storage.

CBC will now take a risk-based exception to the current Zero Tolerance Policy in relation to the storage of mobility scooters in sheltered housing where in some identified cases, tenant mobility is severely impaired and reliance on mobility scooters is paramount for their wellbeing and health.

CBC will review tenants' mobility needs case-by-case basis using a Personal Emergency Evacuation Plan, mobility requirements/flat location and demarcate a designated area that does not compromise escape route by obstruction and allow for scooter to be placed in that agreed area when required. The battery must be removed and taken indoors to tenants own dwelling to reduce the risk of fire.

To manage the associated risk, the following controls could be implemented:

- Assessment on case-by-case basis reviewed regularly]
- Demarcated areas only
- Managed by housing manager
- Over seen by Fire Safety Manger
- Any breach then this option is removed