

## FIRE SAFETY MANAGEMENT STANDARD



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## **1. INTRODUCTION**

Cornwall Housing Limited (CHL), as the “Responsible Person” for Fire Safety, on behalf of Cornwall Council, are responsible for carrying out a suitable and sufficient assessment of the risks to which relevant persons are exposed. To comply CHL carry out Fire Risk Assessments (FRA’s) on all of our premises that fall into the scope of the Regulatory Reform Fire Safety Order 2005 (RRO) as amended.

Fire Risk Assessments involve an inspection of the common areas of the premises for the purpose of identifying the general fire precautions required to comply with the RRO, identifying potential fire hazards, to ensure that there are adequate measures to prevent fire starting and that there are satisfactory fire safety measures to keep relevant persons safe from fire. CHL continually managing and mitigate risks associated with fire, ensuring that fire safety deficiencies are managed efficiently and effectively to make sure our tenants are safe in their homes.

This Fire Safety Management Standard ensures that our Board, Executive Leadership Team (ELT), employees, partners and residents are clear about our legal and regulatory Fire Safety obligations. It provides a framework that our staff and partners will operate within, to meet these obligations.

It also forms part of our wider organizational commitment to continually improving Health and Safety culture amongst staff and contractors.

## **2. SCOPE**

This Fire Safety Management Standard applies to all our employees, residents, contractors, visitors, stakeholders and any other relevant person who may be affected by our activities or services.

This Management Standard should be used to ensure that the Health and Safety obligations placed upon CHL are understood. Namely to maintain a safe environment from the effects of fire for “relevant persons” within residents’ homes and within communal areas of CHL properties we own and/or manage.

## **3. REGULATORY FRAMEWORK**

### **3.1 Fire Safety Legislation**

The Regulatory Reform Fire Safety Order 2005 (RRO) is the main piece of legislation governing fire safety in buildings in England and Wales.

The RRO applies to all workplaces and the common parts of buildings containing 2 or more domestic premises. It places legal duties on anyone in control of these premises (the

Responsible Person - usually the owner or landlord) to undertake and record a fire risk assessment and put in place, maintain and manage general fire precautions.

CHL must conform with all relevant Fire Safety legislative requirements. Core legislation is listed below.

1. [The Regulatory Reform \(Fire Safety\) Order 2005.](#)
2. [The Fire Safety Act 2021 \(Amendment to the Fire Safety Order 2005\).](#)
3. [The Fire Safety \(England\) Regulations 2022. \(Extended duties imposed by the Fire Safety Order\).](#)
4. [The Building Safety Act 2022.](#)
5. [The Smoke and Carbon Monoxide Alarm \(Amendment\) Regulations 2022 \(legislation.gov.uk\)](#)

### 3.2 Approved Codes of Practice (ACOP's) and Guidance

To enable CHL to manage fire safety, it is necessary to use Approved Codes of Practice (ACOP) guidance. CHL use the following core guidance documents to ensure Fire Safety compliance is met.

1. [Local Government Association: Fire safety in Purpose-Built Blocks of Flats.](#)
2. [Local Government Association: Guide to making your small block of flats safe from fire.](#)
3. [National Fire Chief Council's Guidance \(NFCC\) - Fire Safety in Specialist Housing \(May 2017\).](#)
4. [LGR Local Government Regulation, formally \(LACORS\) Local Authorities Co-ordinator of Regulatory Services Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing.](#)
5. [Approved Document B \(Fire Safety\) Volume 1: Dwellings, 2019 edition incorporating 2020 and 2022 amendments.](#)
6. [Approved Document B \(Fire Safety\) Volume 2: Buildings other than Dwellings 2019 edition incorporating 2020 and 2022 amendments.](#)
7. [Smoke and Carbon Monoxide Alarm Regulations 2022: Guidance for : Landlords and Tenants.](#)

British Standard	Document title
BS 5839-1:2017.	Fire detection and fire alarm systems - Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic buildings.
BS 5839-6:2019.	Fire detection and fire alarm systems - Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic buildings. in domestic buildings.
BS 5266-1:2016.	Emergency lighting - Code of practice for the emergency lighting of premises.
BS 9991:2015	Fire Safety in the design, management and use of residential buildings. Code of practice.
BS 5499-4:2013	Code of practice for escape route signing.
BS 9251:2021	Fire sprinkler systems for domestic and residential occupancies. Code of practice.
BS 8458: 2015	Fixed Fire Protection Systems. Residential and Water Mist systems. Code of Practice for design and installation.

The above standards are only available to view through BSI's Standard Subscription Service. CHL has a subscription in place whereby the Fire Team have access to the latest versions of BSI fire-related documents.

### 3.3 Additional in Scope Legislation

This Management Standard also operates within the context of the following legislation.

1. [Housing Act 2004.](#)
2. [Health and Safety at Work Act 1974.](#)
3. [The Management of Health and Safety at Work Regulations 1999.](#)
4. [Management of Houses in Multiple Occupation \(England\) Regulations 2006.](#)
5. [Licensing and Management of Houses in Multiple Occupation and Other Houses \(Miscellaneous Provisions\) \(England\) Regulations 2006.](#)
6. [Gas Safety \(Installation and Use\) Regulations 1998.](#)
7. [The Furniture and Furnishings \(Fire Safety\) Regulations 1988.](#)
8. [The Health and Safety \(Safety Signs and Signals\) Regulations 1996.](#)
9. [Electrical Equipment \(Safety\) Regulations 2016.](#)
10. [Construction \(Design and Management\) Regulations 2015.](#)
11. [Homes \(Fitness for Human Habitation\) Act 2018.](#)

### **3.4 Obligation**

Cornwall Housing Ltd (CHL) is acting as the 'Responsible Person' (RP) on behalf of Cornwall Council, for the purposes of the legislation, by virtue of the fact that CHL own and/or manage homes and buildings where residents and leaseholders live.

CHL as the Responsible Person has a duty under Article 9 of the RRO to carry out periodic, suitable and sufficient, Fire Risk Assessments to identify the general fire precautions needed to keep people safe.

As soon as practicable after the assessment is made or reviewed, the responsible person must make a record of the assessment or review, which must in particular include the information prescribed by Article 9.7 of the (RRO). The prescribed information is:

(a) the findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order.

and

(b) any group of persons identified by the assessment as being especially at risk.

The Responsible Person must implement all necessary general fire precautions and any other necessary measures identified by an FRA.

The Responsible Person must put in place a suitable system of maintenance and appoint competent persons to implement any procedures that have been adopted.

The Responsible Person must periodically review FRA's in a timescale appropriate to the premises and/or occupation demographic fire risk level. This frequency/timescale should be determined by the Fire Risk Assessor carrying out the FRA.

### **3.5 Regulatory Position Statements**

#### **Fire Risk Assessment (FRA)**

CHL acknowledge and accept our responsibilities under the Regulatory Reform Fire Safety Order 2005, Fire Safety Act 2021, Building Safety Act 2022 and other relevant legislation.

Each property requiring an FRA will have one in place, which has been carried out by a competent Fire Risk Assessor, and which is compliant with the British Standards Institution's PAS 79:2 specification.

Fire evacuation strategies are determined on a building assessment basis, in accordance with the recommendations of the competent Fire Risk Assessor.

All FRA's are reviewed no later than the review date set within the most recent FRA for that building. In addition to the cyclical FRA review period, FRA's are reviewed under any of the following significant change circumstances.

- Following a fire.
- A change in building use.
- A change in working practices that may affect fire safety.
- Refurbishment works.
- If there is any reason why the Risk Assessment may no longer be valid.
- Following an independent fire safety audit.

Or

- At any point where it is deemed necessary.

CHL operate robust processes to implement all mandatory fire precaution measures and remedial actions identified by FRA's.

### **Smoke detection in tenanted properties (BS5839-Part 6)**

In line with the Smoke and Carbon Monoxide Alarm Regulations 2022 CHL ensure at least one BS 5839-6 smoke alarm is installed on each storey of our homes where there is a room used as living accommodation. We will ensure that a carbon monoxide (CO) alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers). Ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.

In our tenanted properties, we test, and replace, as required, battery operated, or hard-wired smoke and carbon monoxide alarms, as part of the annual gas or heating safety check visit, or at void stage.

Any newly built property we own will, in line with BS5839 Part 6, have Grade D1 LD2 detection installed.

### **Home fire safety checks (HFSC's)**

Where we have tenants that may be at an increased risk of fire in their home, they will be referred to Cornwall Fire and Rescue Service (CFRS) for a Home Fire Safety Check (HFSC). CFRS have adopted a new online referral process via the Safelincs web site. Where concerns have been identified the link below should be used to complete the referral process.

<https://www.safelincs.co.uk/hfsc/>

The form may be completed by anyone with an interest in the fire safety of the occupants of the home. Guidance on completing the referral form can be found on CHL's Sharepoint.

Once the online questionnaire has been completed, CFRS will receive the information entered. If the tenant is deemed high risk, then CFRS will make contact with the tenant to arrange a HFSC visit.

**Hoarding**

If CHL becomes aware of a tenant that is at an increased risk of fire due to hoarding, CHL will ensure that Grade D1 LD1 detection is installed throughout where the level of hoarding is at level 5 or higher on the hoarding clutter scale. In situations where the tenant's hoarding is below level 5 on the hoarding clutter scale, an assessment of other risk factors such as disability or lifestyle should be made. If the combined risk is deemed to be high, then Grade D1 LD1 smoke detection may be installed.

In situations where it is not possible to install grade D1 detection due to the extent of the hoarding, Grade F (battery only) detection will be installed until such time that it is possible to install Grade D1 detection.

When letting a property, CHL will consider the suitability of the accommodation for the prospective resident in respect of fire safety.

**Cornwall Fire and Rescue Service (CFRS) Partnership working.**

CHL are committed to working with CFRS, to create safer places to live and work. This joint work may include sharing information, having FRA's reviewed, and staff training.

CHL has a Primary Authority (PA) partnership with CFRS. The PA partnership supports and enables a consistent approach to Fire Safety compliance through close partnership working.

**Communal areas**

CHL has a sterile environment approach in all housing block internal communal areas. Any items that are blocking a means of escape route, or pose a risk of fire, will be removed by CHL if the resident does not remove the item in a timely manner.

CHL will not permit the storage of mobility scooters within internal communal areas. CHL will endeavor to provide dedicated scooter storage and charging areas.

**Fires in CHL properties**

Following a fire at one of our properties, CHL will investigate and make every reasonable effort to establish the cause and origin of the fire. If any failings in fire safety precautions or procedures are found, they will be rectified in a reasonably practicable timeframe.

CHL will work with and assist Cornwall Fire and Rescue Service when they wish to carry out a Fire Investigation at one of our properties.



**Access**

CHL will operate robust a no-access procedure to gain access, should any tenant or leaseholder refuse access to carry out essential fire safety inspection and remediation works.

**Contract management**

CHL will operate effective contract management arrangements with the consultants and contractors responsible for delivering the service, including ensuring contracts/service level agreements are in place, and conducting client-led performance meetings.

**CDM**

To comply with the requirements of the Construction, Design and Management Regulations 2015 (CDM) a Construction Phase Plan will be in place for all repairs work to void and tenanted properties (at the start of the contract and reviewed annually thereafter), component replacement and refurbishment works.

**4. INSPECTION PROGRAMMES**

Under the Regulator Reform Fire Safety Order 2005 (RRO), as amended by the Fire Safety Act, CHL has a responsibility to carry out a suitable and sufficient assessment of the risks to which relevant persons are exposed. This is done by way of a Fire Risk Assessment (FRA).

Section 1 of the Fire Safety Act clarifies that where a building contains 2 or more sets of domestic premises the responsible person must take account of structure, external walls and flat entrance doors in a fire risk assessment. The Fire Safety Act amends article 6 of the Regulatory Reform (Fire Safety) Order Act 2005 in this regard.

Following the commencement of the Fire Safety Act a full assessment of previously out of RRO scope blocks was carried out. As a consequence, a small number of blocks were added to the FRA program.

CHL ensures all our blocks and other properties that CHL own or manage have an in-date FRA in place where we have the legal obligation to do so.

All FRA's carried out on behalf of CHL are either Type 1, or Type 3 surveys that comply with PAS 79:2. Type 2 and Type 4 surveys will only be commissioned where it is deemed necessary for a particular property.

Pre-occupation FRA's are carried out on all new build schemes, or new acquisitions where the building falls into scope of requiring an FRA. An in-occupation FRA is completed at a maximum of 28 days after the first tenant moves in.

## 4.1 FRA Timeframes

Following the commencement of the Fire Safety Act it became a requirement for FRA's to be completed on buildings that contain two or more domestic premises. CHL carried out a review of all of our blocks that previously did not fall into scope of FRA requirement. These blocks were assessed both through the FRA Prioritization tool and through additional means. A small number of blocks were identified as falling into scope and requiring FRA's. These were deemed very low risk and as such only requiring FRA review every 5 years.

In line with sector best practice, CHL reviews FRA's on General Needs accommodation on a 3 yearly basis. As Sheltered/ILS/Supported Living schemes are occupied by a more vulnerable group of tenants, FRA's in these premises are reviewed on an annual basis. +11m blocks are deemed to potentially be slightly higher risk, and therefore they are reviewed on an annual basis.

Low risk General Needs (GN)	5 yearly FRA review
General Needs	3 Yearly FRA review
Sheltered also known as Independent Living Schemes	Annual FRA
Supported Living Schemes	Annual FRA
Any block over 11m or 5 stories in height	Annual FRA

## 4.2 FRA Follow Up Work (Actions)

Once FRA's are completed they are verified by our FRA contractor, and released to CHL, where they are checked by a member of the Fire Safety Team. If there are any issues with any part of the assessment, consultation with the contractor takes place and clarification and/or amendment is sought.

CHL has a robust process in place to complete all identified FRA remedial measures (Actions), in accordance with the following risk severity and timescales.

RISK	FCS LIVE CATEGORY	TIMEFRAME
Immediate	None	Any risks considered to be intolerable is managed immediately whilst the FRA assessor is still on site.
High	Category (3)	7 days
Med	Category (2)	6 months
Low	Category (1)	1 year

The Fire Team aims to complete all FRA actions within 90 days, or in situations where actions are part of a Capital works, the FRA actions are placed on a program of works.

### 4.3 Properties Managed by Others

CHL obtain FRA's where our properties are managed by a third party. If the third party does not provide the FRA, we will carry out the FRA and re-charge them for the cost of this work.

### 4.4 Section 156 Building Safety Act 2022

CHL does not currently have any +18m buildings within CHL stock, however Section 156 of the Building Safety Act is applicable to all of our Fire Risk Assessed blocks. To comply with this section of the Act, on completion of a new or reviewed FRA, CHL provide residents with a more easily understood summary of the FRA, known as the "RESIDENT FRA." Content details are outlined below.

1. Any risks to residents identified in the fire risk assessment.
2. The fire safety measures provided for the safety of any or all occupants (such as the means of escape, the measures to restrict the spread of fire and what people should do in the event of a fire).
3. The name and UK address of the Responsible Person.
4. The identity of any person appointed to assist with making or reviewing the fire risk assessment.
5. The identity of any competent person nominated by the Responsible Person to implement firefighting measures.
6. Any risks to relevant persons throughout the building that have been identified by other Responsible Persons in the building.

## **4.5 Servicing Programmes**

CHL carries out a program of servicing, maintenance and testing in accordance with Approved Codes of Practice (ACOP) in most circumstances BSI standards and in line with manufactures recommendations. Servicing programs are in place for fire alarm systems, fire suppression systems, Emergency lighting systems, fixed installations and firefighting equipment across all the buildings we own or manage.

Servicing and maintenance information logbooks are either kept on site in secured premises information boxes, or in some cases stored electronically.

## **5. FIRE DOORS**

Compartmentation within CHL blocks is highly important to ensure that all residents are able to escape should there be a fire situation. Fire-resisting doors (fire doors) are one of the most important measures to safeguard the means of escape from fire.

CHL informs tenants of the importance of fire doors annually. CHL check communal fire doors when carrying out Housing Officer block inspections. Our maintenance contractor CCS carries out annual gas service inspections. At the time of the service flat entrance door checks are carried out. Reports on deficiencies are received and rectified on a weekly basis. CHL staff receive annual digital compliance training on the importance of fire doors and how to identify fire door deficiencies.

### **5.1 Fire Door Resident Information**

Under Regulation 10 of the Fire Safety England Regulations 2022, CHL annually give all of our relevant tenants and leaseholders information on the of the following fire door points.

1. The importance of keeping doors closed.
2. Doors and self-closing devices are not tampered with.
3. Any faults or damage to doors should be raised immediately to CHL.

The information is also provided to any new resident as soon as reasonably practicable after the resident has moved into their home.

### **5.2 Fire Door Checks**

CHL complete fire door checks on a best endeavors basis, of all blocks that are 11mt or 5 stories in height. Checks are carried out quarterly on all communal fire doors, and annually on flat entrance doors (FED's), in line with Regulation 10 of the Fire Safety England Regulations 2022.

CHL ensures there is a robust process in place to manage follow-up work arising from fire door checks where deficiencies are managed in a timely manner.

The following “best endeavors,” access process is followed CHL’s contractor carrying out the checks.

1. A letter is sent to the property explaining the purpose of the door check, with an appointment date and time that the contractor will be attending (contact details are provided to rearrange).
2. At the time of the visit, a sorry we missed you card is posted through the letterbox. The surveyor takes photo evidence of the card that is left. The card contains contact details to rebook the appointment.
3. After 1 week with no response, a phone call is made to the resident, a voicemail is left where able to do so, or a text is sent. A follow up email (where possible) is sent.
4. After 1 week with no response, another phone call is made, and another email (where possible) is sent.
5. Following no response after two days, another letter is sent to the property, with an appointment date and time for the survey (contact details are provided to rearrange).
6. At the time of visit, a, sorry we missed you card, is posted through the letterbox. The surveyor takes photo evidence of the card that is left. The card contains contact details to rebook the appointment.
7. Following 1 week with no response, the No Access is reported back to Cornwall Housing Ltd. CHL’s No Access Team then assist to arrange the appointment.

## **6. EVACUATION**

Under Regulation 9 of the Fire Safety England Regulations 2022, annually CHL provide our residents living in multi-occupied residential buildings with information on.

1. How to report a fire.
2. A reminder of what the evacuation strategy is for the building.
3. Any other instruction that tells the resident what they must do once a fire has occurred; based on the building evacuation strategy.

## **7. SERVICING**

CHL use contractors to carry out a program of servicing, maintenance and testing, in buildings CHL own or manage in accordance with all relevant British Standards and manufacturer’s recommendations, to all active fire safety systems including, fire detection, suppression systems, emergency lighting and Fire Fighting Equipment (FFE).

## **8. BLOCK INSPECTIONS**

CHL Housing Officers and Scheme Officers carry out a program of regular block inspections to all premises where a fire risk assessment is in place. Inspections are carried out on a quarterly basis in General Needs blocks, and on a monthly basis in Independent Living (ILS) Sheltered schemes. Deficiencies are reported to the Fire Safety Team, where arrangements are made to rectify the identified deficiency.

## **9. ROLES AND RESPONSIBILITIES**

Anyone working on behalf of Cornwall Housing Limited has a duty to Fire Safety in accordance with the principles of this standard. Specific requirements are determined by each business area, however some of the key roles and responsibilities are summarized below:

### **Directors & Heads of Services**

- Strategic responsibility for the management of Fire Safety, ensuring compliance is achieved and maintained.
- Ensuring the principles of this standard are followed within areas of responsibility.
- Ensuring suitable and sufficient resources are available and allocated to Fire Safety in accordance with legislation and Approved Codes of Practice (ACOP's).

### **Fire Safety Manager**

- Operational responsibility for the management and delivery of Fire Safety and associated programs.
- Providing technical support on Fire Safety management matters.
- Remediation of Fire Safety non-compliance.
- Focusing particular attention on Remedial FRA actions.
- Continual improvement of fire stock condition.
- Communication of Fire Prevention areas of importance to tenants.
- Monitoring, reviewing, and reporting Fire Safety compliance.

### **Health & Safety Manager**

- Ensuring that Fire Safety activities do not harm people.

### **Fire Safety Advisors, Surveyors, Managers and Supervisor**

- Managing Fire Safety risks in a way that prevents harm to any person in or in the vicinity CHL homes.
- Communicating risks to Fire Safety team members.
- Escalating and reporting all Fire Safety issues, incidents, and near-misses in a timely manner.

### **Administrators & Support Officers**

- Checking and processing Fire Safety Servicing information.
- Collating and storing of Fire Safety certification information.

### **Operatives & Other Employees**

- Working to the standards and expectations outlined by the site supervisor or site manager.
- Undertaking activities as instructed in accordance with risk assessments and method statements.

- Reporting all incidents and near-misses to supervisors and managers as soon as possible.

**Contractors & Suppliers**

- Preventing harm to people or the environment and working in accordance with the standards and expectations outlined by Cornwall Housing Limited.

**10. INTERESTED PARTIES**

Key regulatory bodies for Fire Safety activities include:

**10.1 Cornwall Fire and Rescue Service (CFRS)**

Cornwall Fire and Rescue Service are the enforcing authority for the Regulatory Reform Fire Safety Order 2005. In the course of their duties should they find that a premises is non-compliant, they have the powers to be able to restrict or prohibit its use or issue an enforcement notice against the Responsible Person (Cornwall Housing Ltd).

**11. QUALITY ASSURANCE (QA) AND REPORTING****11.1 Audits and Inspections**

CHL's Fire Team has a process for checking the content and detail of new or reviewed FRA's. This is detailed within Process Map, CHL PR019 Fire Risk Assessment.

Any new or reviewed FRA goes through a contractor verification process before it is released to CHL.

On receipt of a new or reviewed FRA, CHL Fire Team completes a Quality Assurance (QA) check of the FRA. Any FRA Action anomalies are raised with CHL's Fire Safety Manager and or the contractor. Where necessary the contractor is asked to justify and if required rectify any discrepancies.

As part of CHL's Fire Safety Primary Authority agreement with CFRS, QA audits of FRA's are carried out at 2 properties every 6 months, 1 x Supported Living Scheme (SLS) or Independent Living Scheme (ILS), and 1 x General Needs (GN) block. Audits are carried out at Fire Safety Manager chosen locations, that have recently been inspected by our FRA contractor. Any findings are fed-back to the Fire Safety Manager and acted upon.

Annually CHL's Fire Safety Manager completes two onsite QA audits of a complete FRA inspection. These are carried out alongside the Fire Risk Assessor contractor. If issues with the FRA inspection process and findings are discovered, they are fed back to the contractor immediately, or during the next cyclical contract meeting.

## 11.2 Key Performance Indicators

CHL report comprehensive key performance indicators (KPIs) for Fire Safety management. The Senior Leadership Team are notified on a monthly basis of the following.

- Total number of in date FRA's completed.
- Total number of Outstanding High priority FRA actions
- Total number of Outstanding Medium priority FRA actions
- Total number of Outstanding Low priority FRA actions

## 12. DOCUMENT REVIEW

This document may be reviewed at any time at the request of either staff or management but will automatically be reviewed twelve months from initial approval unless organizational changes, legislation, guidance or non-compliance prompt an earlier review.

## 13. GUIDANCE NOTES IN SUPPORT OF THIS STANDARD

Process Maps

- CHL PR017 Fire Post incident
- CHL PR018 Fire Post incident (Out of Hours)
- CHL PR019 Fire Risk Assessment
- CHL PR 045 Fire Alarm, Emergency Lighting, Dry Riser, and AOV, Testing & Servicing.

**These will have hyperlinks once they have been issued.**



## Contact us:

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