



"Offering our community more than a home"

Fire Safety Policy

Management Committee submission:	13 June 2023
Last Approved:	26 April 2022
Date Approved:	13 June 2023
Next Review date:	June 2026

CHA Objectives:

- To provide quality, affordable housing that meets the changing needs of our customers and to ensure fair access to housing within our area.
- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.
- To provide a first class maintenance service which offers value for money and ensures the comfort and safety of our residents while achieving high levels of satisfaction

Regulatory Standards:

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being and economic effectiveness.
- The governing body bases its decision on good quality information and advice and identifies and mitigates risks to the Association's purpose.

Any breach or non-compliance with legislation/regulatory requirements in relation to this Policy constitutes a Notifiable Event and the Regulator will be informed via the SHR Portal.

This policy can be made available on request in a variety of different formats, such as on tape, in large print and translated into other languages.

1. Introduction

Clydebank Housing Association owns and manages a range of assets including domestic and non-domestic properties. The key objective of this Policy is to describe how Clydebank Housing Association will manage Fire Safety Risk so far as is reasonably practicable. This includes:

- The identification of its specific responsibilities.
- To provide guidance on the implementation of the commitments contained in this policy.
- The key activities (e.g., risk assessment and testing) that Clydebank Housing Association undertakes.
- Maintaining competent staff and contractors.

The policy, and the practices identified within, will be open to internal and external audit in line with the Association's Health & Safety Audit programme.

2. Definitions

"Competent Person" – person suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task (s) to be carried out correctly.

3. References

- The Health & Safety at Work Act 1974
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Control of Substances Hazardous to Health Regulations 1999
- Housing Scotland Act 1987 Amendment Tolerable Standards

4. Organisational Responsibilities

- 4.1 The Chief Executive who has overall responsibility for the implementation of this policy.
- 4.2 The Management Committee are responsible for monitoring compliance with this policy and will receive compliance reports against policy on a regular basis.
- 4.3 The Chief Executive has delegated the tasks of managing the duties to the responsible person, who in this case is the Housing Services Manager (HSM)
- 4.4 The HSM as the designated responsible person will ensure that duty holder's tasks are completed and recorded. The responsible person will also engage the services of a competent person to assist in distinguishing these tasks and to provide risk assessments of the stock including office premises.
- 4.5 The responsible person will ensure that all relevant records in relation to fire safety are recorded and maintained.
- 4.6 The responsible person will ensure that any fire safety facilities, equipment and devices are maintained in good order.

5 Domestic Fire Safety

5.1 Clydebank Housing Association will take all reasonable steps within its parameters of control to prevent fire and all associated risks. Guidance will be taken by the Scottish Fire Rescue Service and any appointed competent person(s) with regards to the development of best practice and procedures.

5.2 Smoke Alarm Systems

Clydebank Housing Association will adhere to its responsibilities as outlined within the amendments to the Tolerable Standards included within the Housing Scotland Act 1987. To comply with this legislation all properties will meet the following minimum standard:

- smoke alarm installed in the main living area.
- one smoke alarm installed in every hallway or landing
- one heat alarm in the kitchen
- one carbon monoxide alarm next to a solid fuel burning appliance i.e. gas boiler or fire
- All smoke alarms will be interlinked with the exception of carbon monoxide alarms which will not be interlinked in order to distinguish between the risks of fire and carbon monoxide.

5.3 Additional alarms may be considered to address the following situations;

- Change in the use of a property i.e., main living area changes for medical reasons.
- The tenant requires medical equipment to be installed.
- Alterations to the building, including internal layout.
- The introduction or increase in the storage of hazardous or flammable substances.
- Where additional risk has been identified.

5.4 Clydebank Housing Association will monitor compliance with legislation using online portals and cyclical maintenance programmes such as gas servicing.

5.5 Flat entrance doors connecting shared parts of a multi-occupancy building will meet the minimum standard of being self-closing 1/2hr rated fire doors.

5.6 All fire doors are to be fully functioning prior to relet. Including reinstatement of missing door closers and installation of ½ hour fire doors to entrance, kitchen and lounge where not currently present.

5.7 The Association will consider fire safety when incorporating any changes into its lettable standards and when creating specifications for its refurbishment programmes.

5.5 In the event of a fire, the Association will notify its insurer at the earliest possible time. It shall be the decision of the insurer whether to appoint a loss adjustor.

5.6 In the event of a fire the Association will appoint a competent person to evaluate the condition of the property and arrange for a programme of repairs to be carried out.

5.7 Where a property is deemed to be uninhabitable due to a fire, the Association's Emergency Decant policy is to be followed.

5.8 The Association will promote the need for its tenants to take out adequate contents insurance when signing the tenancy agreement.

6 Common Areas

- 6.1 It shall be the responsibility of all residents to keep common free from clutter, trip hazards and/or items which could provide a risk in the event of a fire. The Association will inspect all common areas under its responsibility during regular inspections.
- 6.2 Any items that would obstruct emergency services or the safe exit of residents in the event of a fire must be cleared or removed as early as possible in line with estate management procedures. Any costs associated with the removal of any items will be rechargeable to the responsible party.
- 6.3 Scottish Fire & Rescue Service conduct quarterly risk assessments at our Multi Storey flat properties. Any reports provided will be recorded by Clydebank Housing Association and any issues addressed within 10 working days unless clarification is required. On all occasions the Management Committee will be notified of any reports received during scheduled meetings.
- 6.4 Clydebank Housing Association will not permit storage of any items in common areas which may potentially impact fire safety or the safety of any person in the event of a fire.
- 6.5 Where possible and deemed to be safe, fire safety advice will be displayed in common areas. Only information directly provided by or approved by Clydebank Housing Association will be allowed to be displayed. In all cases the responsible person will be asked to sign off on its content. The responsible person may seek guidance from Scottish Fire & Rescue or a competent person when reviewing advice.
- 6.6 Smoke alarm systems are not generally installed within common areas managed by Clydebank Housing Associations. Where the property has a high number of residents due to the layout of the building i.e., multi storey flats or an increased risk to residents' safety has been identified as part of a fire risk assessment, a report will be presented to the Management Committee for a decision to be made.
- 6.7 Consideration will be given to installing, emergency lighting in all communal areas and common escape routes for properties containing flats and maisonettes.
- 6.8 Existing emergency lighting systems will be checked by a competent person monthly at our multi-storey flats and annually at all other residential buildings.
- 6.9 Any emergency lights found to be faulty will be replaced within 3 working days by a competent person.
- 6.10 All communal fire doors will be suitable labelled and will be operational from the inside without the use of a key.
- 6.12 Lifts will not be available for use in the event of a fire.

7 Non-Domestic Properties

- 7.1 Non-Domestic areas refers to any area managed or maintained by Clydebank Housing Association which are not for residential use. This includes commercial properties, office premises, plant rooms, laundry rooms and premises operated by subsidiary companies.

- 7.2 All non-domestic properties will have a fire logbook which will contain details of alarms, equipment, identified risks, tests and drills. Any associated actions taken will be recorded for audit purposes.
- 7.3 All non-domestic properties will be inspected periodically ranging from daily to monthly depending on associated risks due to the use of the property or area.
- 7.4 Fire risk assessments will be carried out by an independent competent person(s) either annually or bi-annually depending on potential risk. Any issues identified will be assessed by the responsible person and addressed in line with a Fire Action Plan.
- 7.5 Fire Extinguishers will be placed in high-risk areas such as plant rooms and throughout office and commercial premises. The responsible person will ensure that a suitable maintenance/replacement programme is in place along with training for relevant staff members.
- 7.6 Adequate smoke alarm systems will be in place and tested at least monthly.
- 7.7 All areas will be kept free from clutter which may cause trip hazards and items will not be stored within exit routes.
- 7.8 Fire drills will be carried out within office and commercial properties bi-annually. Results of the drill will be recorded within the fire logbook.
- 7.9 Lifts will not be available for use in the event of a fire.
- 7.10 Emergency lighting systems will be checked monthly by a competent person.
- 7.11 Any emergency lights that are found to be faulty will be replaced within 3 working days.

8 Evacuation

- 8.1 The Association will adopt advice provided with Fire Risk Assessments and/or Scottish Fire and Rescue with regards to evacuation.
- 8.2 Fire exits will be clearly identified by signage on escape routes.
- 8.3 Advisory information will also be provided to tenants periodically.

9 Insurance

- 9.1 The Association will ensure that all properties have adequate buildings insurance in place to cover the structure of the building, fixtures, and fittings.
- 9.2 Tenants will be encouraged to purchase their own home contents insurance to protect their personal belongings.

10 Tenants Responsibilities

- 10.1 The Association will discuss fire safety obligations at the sign-up stage of tenancy agreements. Advice will include.
- Tenants must ensure that all communal doors are not obstructed.
 - Tenants must not leave fire doors propped open or otherwise disable.
 - Smoke alarms are to be regularly tested.

10.2 It will be the responsibility of the tenant to ensure that visitors to their home do not behave in a manner which impacts fire safety.

11 Equality and Diversity

11.1 An initial Equality Impact Assessment has been carried out. The result of this initial appraisal is that a full Equalities Impact Assessment is not required as, provided the proposed measures are in place as set out in the policy, there is unlikely to be a negative impact on any groups of 'At Risk' people.

For Office Use Only – Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	Yes
Leaflet change required?	No
Newsletter Promotion?	Yes
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed	Yes