

Fire Safety (Housing Stock) Policy

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|------------------------|-------------------------|
| Prepared by | Compliance Officer |
| Policy created | March 2025 |
| Date of last review | // |
| Date of current review | // |
| Date of next review | April 2028 |
| Reviewed by | Operation Sub-Committee |

| | | |
|---------------|--------------------------|---|
| Corporate Fit | Internal Management Plan | ✓ |
| | Risk Register | ✓ |
| | Business Plan | ✓ |
| | Equalities Strategy | ✓ |
| | Legislation | ✓ |

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ਅਨੁਵਾਦ ਕਰਨ ਵਿੱਚ ਖੁਸ਼ੀ
乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

Strategic Direction

Consolidation and improvement: Applicable to our core business as a landlord & property manager.

Growth: Through the new build opportunities, we are taking forward.

Partnerships: Where this can help to address shared goals and increase capacity and value.

Resilience: A key priority across all parts of our business.

Strategic Objectives

Services: Deliver quality, value for money services that meet customers' needs

Homes & neighbourhoods: Provide quality homes and neighbourhoods.

Assets: Manage our assets well, by spending wisely.

Communities: Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

Our people: Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

Leadership & Financial: Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1. Purpose

- 1.1. The aim of this policy is to provide a robust fire safety framework which can be implemented to secure the safety and wellbeing of tenants, visitors and firefighters.
- 1.2. The procedures detailed within this section are intended to facilitate the effective management of fire safety, ensuring that all reasonable steps are taken to comply with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and all other relevant legislation.

2. Definitions

- 2.1. Common Area – *“A common area is a portion of a property that is shared and used by multiple residents. This would include areas such as the lobby, stairway and hallway.”*
- 2.2. Compartmentation – *“subdivision of a building by fire-resisting walls and/or floors for the purpose of limiting fire spread within the building.”*
- 2.3. 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.”*
- 2.4. Dwelling – *“a house, flat, or other place of residence.”*
- 2.5. Emergency Lighting – *“lighting provided for use when the supply to normal lighting fails.”*
- 2.6. Fire Door – *“door or shutter provided for the passage of people, air or objects which, together with its frame and furniture as installed in a building, is intended (when closed) to resist the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance criteria to those ends.”*
- 2.7. Smoke Alarm – *“device containing, within one housing, all the components, necessary for detecting smoke and for giving an audible alarm.”*

3. References (see also Section 8.6 - Guidance)

- 3.1.
 - BS 5839-6:2019+A1:2020
 - Building (Scotland) Regulations 2004
 - Domestic Technical Handbook (as revised)
 - Electrical Equipment (Safety) Regulations 1994
 - Fire (Scotland) Act 2005
 - Fire Safety (Scotland) Regulations 2006
 - Furniture and Furnishings (Fire) (Safety) Regulations 1988
 - Gas Safety (Installation and Use) Regulations 1998
 - Health and Safety (Safety Signs and Signals) Regulations 1996
 - Health and Safety at Work etc. Act 1974
 - Scottish Government Practical Fire Safety Guidance for Existing High-Rise Domestic Buildings

4. Fire and Smoke alarms

- 4.1. The Housing Association will provide:
 - one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes;

- one functioning smoke alarm in every circulation space, such as hallways and landings; and
- one heat alarm in every kitchen.

- 4.2. All alarms will be interlinked, either mains powered or using sealed battery alarms, and provided with an integral stand-by power supply (a minimum of class D).
- 4.3. The Housing Association will ensure that fire and smoke alarms are in proper working order at the start of each tenancy.
- 4.4. The Housing Association will ensure that all smoke alarms are installed in accordance with the recommendations contained in BS EN14604:2005 and heat alarms comply with BS 5446-2:2003.

NB: All smoke alarms were required to meet this standard by February 2022.

- 4.5. Specialised alarms will be given to tenants who have a disability, an impairment or special needs (e.g. smoke alarms with a vibrating pad, flashing light etc.). These will be installed in addition to smoke alarms, heat alarms or carbon monoxide detectors.
- 4.6. Tenants will be advised to test alarms on a weekly basis.
- 4.7. Where a property is held in shared ownership, responsibilities for compliance with this standard will be set out in the occupancy agreement. Proportion owners will be informed of the requirement to comply with this standard and all reasonable steps taken to achieve compliance.

NB: The Nest Protect System will not be sufficient to comply with the relevant standards and, as such, will not be used.

5. Carbon Monoxide Alarms

- 5.1. Carbon monoxide alarms will be installed in any room containing a fossil fuel burning appliance.
- 5.2. Carbon Monoxide alarms will comply with British Kitemark EN 50291-1:2018.

6. Emergency Lighting

- 6.1. The emergency lighting system will be designed to automatically illuminate upon the failure of the power supply.
- 6.2. The emergency lighting system will be tested on a monthly basis by a member of staff with a record of the test maintained for 3 years.
- 6.3. An annual discharge test will be performed by a competent person. This will involve simulating a power failure and conducting a test of the full rated duration of the emergency lights (e.g. 3 hours).

7. Fire Doors and Compartmentation

- 7.1. Buildings containing flats and maisonettes will be split into fire-resisting compartments by fire-resisting doors, walls and floors which will provide a physical barrier to fire.

7.2. Doors connecting shared parts of a multi-occupancy dwelling, such as the doors to individual flats or apartments will be rated fire doors.

7.3. For homes with an integral garage, the door that joins the garage to the main part of the house will be a fire door.

7.4. Doors used for plant rooms and service penetrations such as rubbish chutes will be fire rated.

8. Emergency Exit Doors

8.1. The Housing Association will ensure all doors which are to be used in an emergency can be opened from the inside without the use of a key.

9. Smoke Ventilation

9.1. Communal areas will have adequate smoke ventilation either through natural means or by mechanical ventilation.

10. Fire Equipment

10.1. Fire extinguishers will not be installed in dwellings as tenants will not be trained on the safe use of extinguishers. Accidents can occur if tenants try to use them in the event of a fire or if they are discharged through malice or horseplay.

11. Furniture and Furnishings

11.1. Where furniture and furnishings are provided, the Housing Association will ensure they are fully compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

12. Evacuation Policy

12.1. Fire evacuation procedures and fire assembly points will be clearly contained in the fire action plan for sheltered housing complexes and be made available to the tenants.

12.2. Alternative methods will be available for tenants with language or learning difficulties (e.g. an interpreter will be used, a copy will be in braille, an audio version will be available etc.).

13. Signage

13.1. Fire action signs will be placed in corridors (on every level), entrance doors and common areas. Where fire safety signs are provided they will be in accordance with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996, for sheltered housing complexes.

14. Maintenance and Repairs

14.1. The Housing Association will ensure premises, equipment and devices provided for fire safety are subject to a suitable system of maintenance, are maintained in an efficient state, in efficient working order and in good repair.

14.2. All repairs will be carried out within the timescale set in the Housing Association's repair policy by a competent person.

14.3. Clear records will be maintained of the processes in place and actions carried out.

15. Access and Facilities for the Fire Service

15.1. The Housing Association will ensure:

- there is sufficient means of external access to enable fire appliances to be brought near to the building for effective use;
- there is sufficient means of access into, and within, the building for firefighting personnel to effect search and rescue and fight fire; and that
- the building is provided with sufficient internal fire mains and other facilities to assist firefighters in their tasks.

16. Fire Risk Assessment

16.1. The legal requirements relating to Fire Risk Assessing are complex and are often taken to exclude domestic premises. However, the Housing Association has a legal duty to risk assess all areas defined as 'workplaces', which will include plant rooms and other non-tenant-accessible areas. Furthermore, the fire regulations require common areas to be maintained in a certain condition suitable for the fire authority, which can often only be ensured by carrying out a risk assessment. Still further, the deaths which occurred at Lakanal and Grenfell have brought into sharp focus the importance of risk assessing high rise buildings and, indeed, all housing 'blocks'. Therefore, the Housing Association will devise a Fire Risk Assessment Strategy and arrange for the undertaking of fire risk assessments (and regular reviews) by competent consultants in accordance with the Strategy.

16.2. The following will be considered in developing the risk assessment strategy:

- Fire Risk Assessments should be carried out by a competent, qualified Fire Risk Assessor
- High rise buildings pose a particular risk to tenants and often exhibit significant uncontrolled risks
- 'Workplaces' such as plant rooms come within the scope of the regulations so far as fire risk assessing is required
- Common areas of domestic premises require to be maintained in a certain condition and may benefit from a 'representative' risk assessing programme.
- Particular risks may be posed by external wall systems, e.g. cladding (recognising that specialised intrusive inspection and fire performance testing may be required in some circumstances).

17. Tenant Responsibilities and Communication

17.1. The Housing Association will include fire safety obligations at tenancy sign ups and will issue regular fire safety information packs and leaflets to remind tenants to:

- test smoke alarms on a weekly basis;
- ensure all communal areas are not obstructed; and
- ensure fire doors are not propped open or otherwise disabled.

17.2. Tenancy agreements will state that alterations cannot be changed without the express permission of the Housing Association.

17.3. Communication methods will take account of tenants with language or learning difficulties (e.g. braille, audio, different language, etc.).

18. Unwanted Fire Alarm Signals (UFAS)

- 18.1. In accordance with updated guidance issued by the Scottish Fire and Rescue Service (SFRS), as of 1 July 2023, the Housing Association will require to confirm to SFRS whether there is a fire or signs of a fire before fire appliance or crews are dispatched in response to a signal from an automatic fire alarm system.
- 18.2. Premises that are designed, or known, to incorporate sleeping accommodation (e.g. hotels, in-patient hospital buildings, care homes, etc.) are exempt from these changes and automatic fire alarm activations from these types of premises will always be responded to.
- 18.3. A fire will be considered to be 'confirmed' if the alarm signal comes from break glass manual call points, a heat detector, more than one smoke detector, a multi-sensor fire detector, a sprinkler system, etc. and the SFRS should be called to attend.
- 18.4. Fire alarm signals caused by the activation of a single smoke detector require the premises to be investigated for confirmation of, or signs of, a fire before SFRS are called to attend.
- 18.5. Where fire alarm signals are sent to an Alarm Receiving Centre (ARC), a procedure will be developed to ensure the ARC contact the duty holder for confirmation of, or signs of, a fire prior to informing the SFRS of the alarm signal
- 18.6. An investigation procedure will be developed to appropriately manage the risks involved in the investigation of alarm signals.
- 18.7. The requirement to carry out an investigation of the premises must be taken into account in premises-specific risk assessments and a more specific risk assessment must be drafted in respect of carrying out the investigation.
- 18.8. Those carrying out the investigation should be suitably trained and physically capable for the task.

Appendix 1 – Equality & Human Rights Impact Assessment

| | | | |
|------------------|------------------------------|----------|------------|
| Policy | Fire Safety in Housing Stock | | |
| EIA Completed by | Technical Director | EIA Date | March 2025 |

1. Aims, objectives, and purpose of the policy / proposal

The aim of this policy is to provide a robust fire safety framework which can be implemented to secure the safety and wellbeing of tenants, staff, visitors and firefighters.

2. Who is intended to benefit from the policy / proposal?

Tenants, staff, contractors, visitors and fire fighters.

3. What outcomes are wanted from this policy / proposal?

To keep tenants, staff, contractors, visitors and firefighters safe and ensure that all reasonable steps are taken to comply with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and all other relevant legislation.

4. Which protected characteristics could be affected by proposal?

| | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender reassignment | <input type="checkbox"/> Religion or belief |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Marriage & civil partnership | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Race | <input type="checkbox"/> Pregnancy and maternity | <input type="checkbox"/> Sexual orientation |

5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.

Fire safety in housing stock is a legislative requirement. Although the protected characteristics are not relevant, specialised alarms will be given to tenants who have a disability, an impairment or additional needs (e.g. smoke alarms with a vibrating pad, flashing light etc.). These will be installed in addition to smoke alarms, heat alarms or carbon monoxide detectors.

6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4

7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).

8. Consider the impact and actions to be considered for the following Human Right articles:

Article 6: Right to a fair trial
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.

| | |
|---------|----------|
| Impact: | Actions: |
|---------|----------|

Article 8: Right to respect for private life, family life & the home
Everyone has the right to access and live in their home without intrusion or interference.

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| Impact: | Actions: |
|---------|----------|

Article 14: Prohibition of discrimination
Everyone has equal access to the other rights contained in the Human Rights Act.

| | |
|---------|----------|
| Impact: | Actions: |
|---------|----------|