



Provanhall Housing Association Limited

POLICY

Fire Safety Policy

AUTHOR

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DRAFTED	APPROVED	NEXT REVIEW
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1. Introduction

Provanhall Housing Association (PHA) is a community based not-for-profit organisation located in the Provanhall area of Easterhouse. The Association is run by an elected and voluntary Management Committee. Policies of the Association are agreed and approved by the Management Committee with the implementation of these policies the responsibility of staff.

The Fire Safety Policy aims to ensure that the Association effectively administers compliance with its obligations in relation to fire safety in the common areas of flatted domestic premises and our commercial premises (office).

2. Policy Context

Fire is a potential risk for any property and the assessed level of risk and mitigation measures are considered within our risk register. It is important that we comply with any statutory or regulatory requirements in relation to fire safety, including common areas of flatted domestic accommodation, and provide assurance that we have robust processes in place.

There is no general landlord obligation on the Association under the Fire (Scotland) Act 2012 or associated Fire Safety (Scotland) Regulations 2006, in relation to any properties classed as domestic premises, and this includes any common stair, passage, garden, yard, garage, outhouse, etc. However by exception there are circumstances, which are summarised below, where a fire risk assessment requires to be carried out by a Scottish landlord.

- Landlords must carry out fire risk assessment for premises defined as Houses in Multiple Occupation (HMOs) under the terms of the Housing (Scotland) Act 2012 and in accordance with HMO licensing requirements.
- Landlords must carry out fire risk assessment for those properties where in terms of the relevant Building Regulations we have provided any facilities, such as equipment and devices for the use by or protection of fire fighters. Regulations 23 and 24 of the Fire Safety (Scotland) Regulations 2012 set out the duty to ensure that any equipment, facilities and devices for the use by or protection of fire fighters must be maintained. If we are the owner of the common areas of the premises, or have control of the common areas, then it is our duty to ensure that Regulation 23 is complied with. Examples of these types of devices would be:
 - Dry Risers
 - Common close emergency lighting;
 - Common close smoke actuators (vents and fans);
 - Common close fire detection (sheltered accommodation)

The Scottish Building Standards Technical Handbook 2023 (Section 2.11.1) recommends against the installation of fire detection in common closes due to the risk of unwanted alarms (which can foster a mind-set that occupants should ignore false alarms)

3. Policy Objectives

The main objectives of the Fire Safety Policy include:

- Keep the general public, tenants, and employees aware of the risks of fire and as far as reasonably practical ensure they are safe from danger
- Set out a clear approach to assessing, controlling, and monitoring the risk of fire within PHA's residential properties and office premises
- Communicate with tenants and staff the importance of fire safety including providing guidance and training
- Ensure that all procedures relating to the Fire Safety Policy support the fair treatment of all tenants with respect to their different needs, circumstances, and lifestyle.

4. Legislation and Best Practice

The Association's Fire Safety Policy should be considered alongside relevant legislation; guidance and best practice, particularly the current editions of:

- The Health & Safety at Work Act 1974;
- The Housing (Scotland) Act 1987, 2001, 2006 & 2010;
- Fire (Scotland) Act 2005;
- Fire Safety (Scotland) Regulations 2006;
- Construction (Design and Management) Regulations 2007;
- Control of Asbestos Regulations 2012;
- Building Regulations; and
- The Scottish Social Housing Charter.

In terms of the Scottish Social Housing Charter, the Scottish Housing Regulator has identified a number of key indicators relevant to housing maintenance by which it will measure landlord performance, including the following:

- Meet the Scottish Housing Quality Standard (SHQS), in particular:
 - Interlinked Fire Detection by 1 February 2022.
 - Fire Suppression in new social housing from March 2021.

5. Equal Opportunities

Provanhall Housing Association is an equal opportunities organisation. The Association's Equality and Diversity Policy seeks to ensure that all suppliers are treated equally. This Policy will not unfairly discriminate against any suppliers, individual, or group of persons dealt with under the Policy on the grounds of:

- Race, ethnicity, national or social origin.
- Disability including physical, learning or mental health.
- Gender or marital status.
- Sexuality or sexual orientation.
- Religion, religious beliefs or opinions such as political opinions.
- Age, appearance or financial status.

PHA wishes to ensure there are no barriers in accessing its services. Relevant documents can be translated into a range of languages or formats on request. We will also make available translation services for those who wish more detailed information and to assist those who wish to make personal enquiries. For anyone with visual or hearing problems, documents can also, on request, be made available in larger print, on tape, in Braille or on any other format required.

All suppliers will be required to accept the association's Equalities Policy or to have developed policies of their own which are acceptable to PHA.

Any complaints received in relation to breach of this policy will be addressed via the Association's Complaints Policy.

(Cross reference: Equality and Diversity policy, Complaints policy)

6. Complaints

The Association has a Complaints Policy and Procedure which explains how tenants or suppliers who are dissatisfied with the operation of any service PHA provides may make a formal complaint to the Association. This policy also includes an appeals process.

(Cross reference: Complaints Policy)

7. Delegated Authority

The overall control of the Technical Services function rests with the Management Committee, however, delegated authority for monitoring and evaluating the performance of the development function has been passed to the Technical Services sub-committee.

(Cross reference: Standing Orders)

8. Fire Risk Assessments (Office)

To ensure we are compliant with our legislative duties we shall engage with suitably qualified and competent Fire Safety specialists to carry out a fire risk assessment (FRA) in the workplace as set out in the Fire (Scotland) Act 2005.

In ascertaining the competence of any appointed Fire Risk Assessors, a number of bodies provide accredited registers for Fire Risk Assessors, these bodies include:

- Institution of Fire Safety Managers (IFSM)
- Institution of Fire Engineers (IFE)
- Fire Risk Assessors Competency Scheme (FRACS)

The FRA will take into consideration everyone who may come onto the premises, whether they are employees, tenants, visitors, contractors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs. The Technical Services Manager and/or Health and Safety Administrator may accompany the Fire Risk Assessor during the assessment and have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments (if not accompanied, the specific known hazard information will be provided to the Fire Risk Assessor prior to the FRA taking place).

The aims of the FRA are:

- To identify fire hazards and to reduce the risk of those hazards to as low as is reasonably practicable, developing an Action Plan and implementing all necessary recommendations and managing the residual risk
- To determine what fire safety measures and management systems are necessary to ensure the safety of people in the building should a fire occur.

9. Responsibilities

The Associations Director is the Duty Holder and has responsibility for overseeing the implementation of the Fire Safety Policy.

The Technical Services Manager is the Responsible Person for key aspects of the day to day fire safety duties with delegation of specific tasks to appropriate staff.

Every employee of PHA has a health and safety responsibility and duty with regard to arrangements made for fire prevention and other emergency situations. The Association should seek to:

- Identify, assess and minimize sources of risk;
- Prepare a scheme for preventing or controlling the risk;
- Implement and manage the scheme;
- Keep records and check what has been done is effective.

10. Emergency Fire Action Plan (Office)

An emergency Fire Action Plan and arrangement to implement the plan must be in place for all relevant premises (see Appendix 1), including the office.

Such plans will set out the actions that all persons should take in the evacuation of persons from the building in the event of a fire. The plans will be available in a format understood by all and will form the basis of any training and instruction provided.

With regard to office premises, fire drills will be conducted twice a year to ensure that all persons are familiar with the fire action plan, to evaluate the effectiveness of the plan and to identify any weaknesses in the evacuation strategy. Fire drills will be coordinated by the Fire Warden and will take into account working from home, staff holidays and recruitment so that a good representation of staff will take part in the evacuation drill.

A roll call will be made at the designated assembly point. A record of the time/date, duration of the fire drill and those persons who took part will be maintained by Technical Services.

11. Fire Alarm (Office)

The fire alarm systems at all relevant premises will be tested each week by activating a manual call point (break glass unit), by inserting a dedicated test key into the side or bottom of the call point. For example: point No1 tested one week, point No 2 tested the next week and so on.

This procedure will check that the control equipment is capable of receiving a signal and in turn, activating the warning alarms.

During a test, staff should be notified so that there can be a distinction between a test and an unplanned actuation.

In addition to the weekly testing, fire alarm systems will be maintained by a competent engineer to ensure the operation of such equipment in an emergency.

12. Emergency Light Illumination Test (Office)

Emergency lighting will be tested monthly to check that it will illuminate in the event of a power failure. The test will be conducted by cutting off the power supply to the emergency light. These tests will be overseen by the Technical Services Manager and duly recorded. Any defects noted will be repaired as appropriate and as soon as possible.

Emergency Light Testing (Drop-Down Testing) - Emergency lighting battery drop-down checks will be tested annually as part of the cyclical maintenance regime. This will be tested by competent contractors to check the illumination of the lighting and to test the sustainability of the internal batteries and in accordance with the requirements of current British Standards.

13. Fire Fighting Equipment (Office)

Monthly visual inspections of firefighting equipment will be carried out to ensure that they are located in their proper position, have not been discharged or lost pressure (those fitted with pressure indicator) or suffered any visible damage.

Fire Blankets will be visually inspected monthly to ensure they are positioned appropriately, secured on the wall and have not been tampered with.

An annual inspection of all firefighting equipment will be conducted by a competent contractor and duly recorded.

14. Common Areas (Residential)

If the Association are the owner of common areas of the domestic premises, or have control of the common areas, then it is PHA's regulatory duty to ensure that we maintain any facilities used by or for the protection of fire fighters – this includes dry risers, emergency lighting, smoke actuators (vents and fans), fire detection (sheltered accommodation)

Provanhall Housing Associations flatted blocks do not contain any modern firefighting facilities as they were constructed in 1958 and latterly refurbished in accordance with 1990 Building Standards. There is no requirement to retrospectively install modern firefighting facilities or equipment.

15. Specialist Access and Fire Equipment (Residential & Office)

The following is a list of equipment, facilities and devices that do not form part of the Associations residential or commercial premises:

Dry Risers: systems of pipe work and valves that runs up through a building. The system allows fire fighters to easily access water from each individual floor of the building.

Automatically Opening Vents (AOV) designed to dilute the smoke concentration sufficiently with fresh air, with the aim of creating reasonable conditions for persons evacuating along a corridor or down a stairwell.

Firefighter Lifts: unlike normal passenger lifts, are designed to operate so long as is practicable when there is a fire in parts of the building. The primary function of a firefighting lift is to transport firefighters and their equipment to the scene of a fire with the minimum amount of time and effort.

The Association should have knowledge and understanding about the function and requirements of the above items should they form part of the Associations stock in future.

16. Estate Management (Residential)

As per the Scottish Secure Tenancy Agreement, tenants will be deterred from storing items on close landings that may cause danger, nuisance or obstruction to their neighbours. Items such as prams, bikes, etc. must be stored either in their own home or in cellars where applicable.

The Association provides a bulk removal service for tenement properties which helps minimise obstructions and reduces the risk of wilful or accidental fire raising.

10. Policy Review

The Policy and related procedures will be reviewed 3 years from the date of approval, or earlier should the need arise to reflect changing circumstances or changes in legislation or good practice standards. The next review will take place in November 2026.

11. Cross reference: Documents

Equalities Policy
Standing Orders
Asset Management Strategy
Estate Management Policy

Complaints Policy
Procurement of Suppliers Policy
Health & Safety Policy
Control Manual

Appendix 1 – Relevant Premises

Measure	No. of Premises	Address	FRA/Testing Frequency	Reporting frequency to Management Committee
No of Buildings Requiring a Fire Risk Assessment (FRA)	1	Office, 34 Conisbrough Road, Provanhall, G34 9QG	Biennial	Biennial
No. of Buildings Requiring an Emergency Fire Action Plan	1	Office, 34 Conisbrough Road, Provanhall, G34 9QG	Biennial	Biennial
No. of Buildings with Fire Alarm/ Detection Equipment to be Tested	1	Office, 34 Conisbrough Road, Provanhall, G34 9QG	Weekly – Call Point Biannual – Fire Drill	Biennial
No. of Buildings with Communal Fire Alarm / Detection Equipment to be tested	0			
No. of Emergency Lighting Systems to be tested	1	Office, 34 Conisbrough Road, Provanhall, G34 9QG	Monthly – Illumination Annual – Drop Down	Biennial
Properties with a full LD2 System in Place by Feb 2021	100%	All domestic housing stock	Annually at Gas servicing	Quarterly
No. of Buildings Requiring PAT Testing of Equipment	1	Office, 34 Conisbrough Road, Provanhall, G34 9QG	Annual - Class 1 Biennial – Other areas	Biennial
No. of Common Blocks Checked for Basic Fire Safety at Estate management surveys	ALL	All properties with common areas	Quarterly	Quarterly
No. of Dry Risers to be tested	0			
No. of AOV's to be tested	0			
No. of Lifts to be tested	0			