

Fire Safety Policy

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1. Introduction

1.1. Statement of Objectives

The Fire Safety Policy aims to ensure that the Association effectively administers compliance with its landlord obligations in relation to fire safety and fire risk assessments in the common areas of flatted domestic premises and our Scott Street Office.

Our objectives include:

- Taking all reasonably practicable steps to ensure fire safety within common areas of flatted domestic premises.
- Maintaining our housing stock in accordance with the relevant and applicable legal requirements placed on us.
- Ensuring that systems are in place to enable compliance with our landlord duties in relation to fire safety and fire risk assessments in the common areas of flatted domestic premises.
- Procuring appropriately qualified contractors to carry out fire risk assessments in line with legislative/ regulatory requirements.
- Maintaining a detailed and up to date register of common areas of flatted domestic premises that require to have fire risk assessments carried out; and
- Collecting and using business intelligence on the fire safety of our stock to make informed financial decisions on maintaining our stock.

1.2. Compliance with Regulatory Standards

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

- Quality of housing - tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) and continue to meet it thereafter, and when they are allocated, are always clean, tidy and in a good state of repair.
- Repairs, maintenance and improvements - tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.
- Estate management, anti-social behaviour, neighbour nuisance and tenancy disputes - tenants and others live in well-maintained neighbourhoods where they feel safe.
- Value for money - tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

1.3. Expected Outcomes

Key outcomes of operating an effective Fire Safety Policy include:

- Ensuring that properties are well maintained, safe, secure and in line with the SHQS.
- Providing assurance in relation to fire safety and fire risk assessments in the common areas of flatted domestic premises; and
- Delivering value for money.

1.4. Informing and Involving Stakeholders

We will promote our Fire Safety Policy through our newsletter, website and tenancy handbook. Where we plan to make significant changes to the policy, we will consult tenants in line with our Customer Engagement Strategy.

1.5. Equality, Diversity and Inclusion

1.5.1. At Clyde Valley we value people and their diversity and strive to be inclusive. We respect others, regardless of personal differences and we listen to people to understand their needs and tailor our service accordingly. We will strive to promote equal access to our service for all members of the community and provide fair and equal treatment, promoting human rights in line with our Equality, Diversity and Inclusion Strategy and Policy

1.6. Corporate Fit

1.6.1. Legislation and best practice

We will comply with all relevant legislation and associated regulations, including:

- Fire Safety (Scotland) Regulations 2006
- The Tolerable Standard (under the Housing (Scotland) Act 2006)
- Building Standards (Scotland) Regulations 2014
- The Civic Government (Scotland) Act 1982
- Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019
- Furniture and Furnishings (Fire Safety) Regulations 1988
- Practical Fire Safety for Existing Specialised Housing and Similar Premises: guidance. January 2020. ISBN: 978-1-83960-510-9 (Scottish Government)
<https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/>
- Fire safety – An Employers Guide ISBN 011 341 2290
- Scottish Executive, Fire Safety Guidance Booklet: Are You Aware of Your Responsibilities, August 2006, ISBN 0 7559 4965 X
- BS 5266-1:2016 - Code of practice for the emergency lighting of premises
- BS 5839-1:2017 - Fire detection and fire alarm systems for buildings.
- BS 5839-8:2013 - Fire detection and fire alarm systems for buildings.
- BS 5839-6:2019 + A1:2020 - Fire detection and fire alarm systems for buildings
- BS 5306-0:2020 - Fire protection installations and equipment on premises.
- BS 5306-3:2017 - Commissioning & maintenance of portable fire extinguishers.
- BS 5306-8:2012 - Fire extinguishing installations and equipment on premises.
- BS 7273-4:2015+A1:2021 - Code of practice for the operation of fire protection measures
- BS 7273-6:2019 - Code of practice for the operation of fire protection measures.
- BS 8214:2016 - Timber-based fire door assemblies.
- BS 8458: 2015 - Fixed fire protection systems. Residential and domestic water mist systems.
- BS 5839-1:2017 - Fire detection and fire alarm systems for buildings.
- BS 5839-8:2013 - Fire detection and fire alarm systems for buildings.
- BS 5839-6:2019 + A1:2020 - Fire detection and fire alarm systems for buildings
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- BS 7273-6:2019 - Code of practice for the operation of fire protection measures.
- BS 8214:2016 - Timber-based fire door assemblies.
- BS 8458: 2015 - Fixed fire protection systems. Residential and domestic water mist systems.

- BS 8629:2019 - Code of practice for the design, installation, commissioning and maintenance of evacuation alert systems for use by fire and rescue services in buildings containing flats
- BS 9251:2021 - Fire sprinkler systems for domestic and residential occupancies-Code of practice
- BS 9990:2015 - Non automatic fire-fighting systems in buildings. Code of practice (Wet / Dry Risers)
- BS 9414:2019 - Fire performance of external cladding systems.
- BS 9991:2015 - Fire safety in the design, management and use of residential buildings.
- BS 9997:2019 - Fire risk management systems.
- BS 9999:2017 - Fire safety in the design, management and use of buildings.
- BS 5499-4: 2013 - Safety signs including fire safety signs.
- BS 5499-10 :2016 - Guidance for the selection and use of safety signs and fire safety notices
- PAS 79-1:2020 - Fire risk assessment – Part 1: Premises other than housing Code of practice
- PAS 79-2:2020 - Fire risk assessment – Part 2: Housing – Code of practice

There is no general landlord obligation on us under the Fire (Scotland) Act 2005 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 also 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 including emergency lighting, smoke detectors and smoke actuators. 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.

Our Fire Safety Policy is consistent with our:

- Corporate Strategy.
- Business Plan.
- Asset Management Strategy.
- Health and Safety Policy.
- Risk Management Strategy.
- Financial Regulations; and
- Delegated Authority Policy.

1.6.2. The Board

The Board will monitor the implementation of this policy to ensure that it is properly operated, that there is appropriate officer involvement in the processes used in managing legionella, and that there is effective scrutiny of the Fire Safety Policy.

The Board will monitor compliance of Fire Safety Policy to ensure that it meeting the

intended objectives and that appropriate monitoring and reporting procedures are in place.

The Director of Development and Property has responsibility for overseeing the implementation of the Fire Safety Policy and the Repairs Manager is responsible for key aspects of the day to day service delivery with delegation of specific tasks to appropriate staff.

The Board will receive regular updates on the implementation of the Fire Safety Policy so that they can have assurance that it is operating effectively in practice. The Audit Committee may also seek assurance in this regard.

2. Key Principles

2.1. 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 obviously 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.

CVHA's property database will be routinely updated to ensure that all properties where fire risk assessments are required are clearly identified and managed through our Fire Safety Procedures. The Repairs Manager will ensure that competent contractors are instructed to carry out fire risk assessments in the common areas of flatted domestic premises and maintain the database.

2.2. Funding

CVHA will allocate sufficient resources from within its housing maintenance budget to manage fire safety and fire risk assessments in the common areas of flatted domestic premises and the Scott Street Office.

2.3. Common areas

If we are the owner of common areas of the domestic premises, or have control of the common areas, then it is our regulatory duty to ensure that we maintain facilities such as equipment and devices for the use by or protection of fire fighters - this includes emergency lighting, smoke detectors, smoke actuators and dry risers.

This requirement only applies to a limited number of our new build flats where such facilities are part of the design in accordance with Building Regulations. These blocks require to be assessed and regular checks carried out. However, there is no requirement to install retrospectively, maintain or carry out fire risk assessments for older housing stock. The Development Manager will pass this information to the Repairs Manager.

In broad terms landlords are responsible for matters within their control and must maintain such systems of apparatus to ensure that they are fully operational and in good working order. Landlords therefore need to provide assurance that their maintenance regime is reasonable and proportionate. Based upon professional advice, set out below is a summary of how we will carry out fire risk assessments in relation to emergency lighting, smoke detectors and smoke actuators.

2.4. Emergency lighting

Annual testing will be carried out to make sure that the batteries are run down for 3 hours and then will accept a recharge. We will also check that all lamps, which are deemed to be emergency lighting lamps, are functional. Also, on a six month basis we will activate the emergency lighting and carry out a lamp check. Monthly checks will be completed by a trained staff member in the Scott Street office.

2.5. Smoke detectors within communal blocks

These will be checked every 6 months to make sure that the system functions as designed and is in good working order.

2.6. Smoke actuators

These will be checked every 6 months to make sure that the battery back- ups are holding their charge and that the system functions properly by an appointed contractor

2.7. Dry risers

These will be checked every 6 months to make sure that the system functions properly and is in good working order.

2.8. Fire Alarm System Scott Street

In Scott Street office the fire alarm system will be tested weekly by members of the Corporate Team. These checks are recorded in the fire log book.

In the event of an alarm activation the Scottish Fire Rescue Service, will implement the call challenge procedure if one alarm activation point is activated. In this event the Fire Wardens will follow the procedures that are to be implemented as per the Fire Evacuation Guide.

2.9. Gas Safety

Properties that have a gas supply have a valid Gas Safety Certificate in place checked annually.

2.10. EICR

A valid EICR certificate is in place in all properties valid for 5 years

2.11. Training and Competence

Fire Safety Awareness training for Managers will be provided to the Asset Project Manager and the Corporate services team will organise every two-years introduction to fire safety and fire warden duties with the IFSM.

Refresher training should be undertaken on a periodic basis, particularly where changes to Regulation, Approved Codes of Practice or best practice occurs.

2.12. Monitor and Review

CVHA will publicise its Fire Safety Policy.

We will review the Fire Safety Policy every three years or sooner if required by statutory, regulatory or best practice requirements.

Policy Change History

Version No:	Substantive Change	Author of Change	Approval	Date	Website
1.0	Formatting sorted; new front cover & version history applied.	A Cavinue		12/07/23	Y
2.0	<ul style="list-style-type: none"> • EDI statement added. • Inclusion of relevant legislation and best practice. • Inclusion of Scott Street office within policy. • Change of job titles. • Section for training and competence. • Gas and electrical safety added to key principles. 	R Pollock	Board	26/08/24	Y