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Policy:	Fire Safety Policy
Legal Requirements:	<p>The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 Fire (Scotland) act 2005 Fire Safety (Scotland) Regulations 2006 Electrical Equipment (Safety) Regulations 2016 Building (Scotland) Regulations 2004 Building Standards Technical Handbook 2017: Domestic Buildings BS 5839-6:2013 Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019 Civic Government (Scotland) Act 1982 Scottish Housing Quality Standard (SHQS) Health and Safety (Safety Signs and Signals) Regulations 1996 Furniture and Furnishings (Fire) (Safety) Regulations 1988 Gas Safety (Installation and Use) Regulations 2018</p>
Regulatory Standards:	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 1. The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Standard 2. 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 priorities.</p> <p>Standard 4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Standard 5. The RSL conducts its affairs with honesty and integrity.</p>
Notifiable Events Guidance:	In compiling this policy, consideration has been given to the Notifiable Events Guidance issued by the Scottish Housing Regulator and the impact of that guidance on the policy.
Equality and Diversity:	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
Human Rights:	<p>In compiling this policy, consideration has been given to "The Right to Adequate Housing" (Fact Sheet No. 21/Rev.1) published by the Office of the United Nations High Commissioner for Human Rights and the impact of that guidance on the policy.</p> <p>In particular, the Association is satisfied that this policy promotes the key aspects of the right to adequate housing – that it contains freedoms; entitlements; provides more than four walls and a roof; and protects against forced evictions.</p>



Complaints:	Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.
General Data Protection Regulation (GDPR):	The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.
Policy Author:	Kevin Freeman
Policy Review:	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every three years in the month of May.
Policy Approval:	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Thursday the 1st of May 2025.



Introduction

Yoker Housing Association (the Association) is committed to maintaining the health and safety of employees, tenants, contractors and members of the public. The Association recognises the potential health risks associated with fire in the properties it manages.

The Association aims to minimise the risk of incidences of fire and the impact of fire on life, service delivery, properties and the local environment.

Policy Aims

The aim of this policy is to provide a robust fire safety framework that can be implemented to secure the safety and wellbeing of tenants, employees, contractors visitors and fire fighters.

The procedures detailed within this policy 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.

Legal and Regulatory Framework

The following represents the most relevant legislation relating to fire safety:

- Health and Safety at Work etc. Act 1974
This Act defines the fundamental structure and authority for the encouragement, regulation and enforcement of workplace health, safety and welfare in the United Kingdom.
- Management of Health and Safety at Work Regulations 1999
These regulations expand the duties contained within the Health and Safety at Work etc. Act 1974. Regulation 3 places a duty on employers to undertake general risk assessments in order to protect person who may be affected by their work activities.
- Fire Safety (Scotland) Act 2005
This Act deals with the law relating to fire prevention and safety. The Act also deals with modernising the operation of the Scottish Fire and Rescue Service.
- Fire Safety (Scotland) Regulations 2006
These regulations place a requirement on Scottish businesses to do a Fire Risk Assessment that looks at reducing and removing the risk of fire.
- Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019
This Order extended the law with regards to fire and smoke detectors. From 1 February 2022, all rented properties in Scotland have been required to meet new standards for fire and smoke detection. The Order extends the 'tolerable standard' outlined in Section 86 of the Housing (Scotland) Act 1987.
- Civil Government (Scotland) Act 1982
Section 93 of this Act requires occupiers to keep common property free of combustible substances and anything which might obstruct egress from access to the property in the event of fire.
- Gas Safety (Installation and Use) Regulations 2018
These regulations deal with the safe installation, maintenance and use of gas systems, including those within buildings.
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
These regulations are designed to ensure that upholstery components and composites used for furniture supplied in the United Kingdom meet specified ignition resistance level and are suitably labelled.
- Health and Safety (Safety Signs and Signals) Regulations 1996
Safety signs and signals are required where, despite putting in place all other relevant measures, a significant risk to the health and safety of employees and others remain.

A comprehensive list of legislation and guidance relevant to fire safety is detailed in Appendix 1.



Scottish Social Housing Charter

The Association has taken due consideration of the outcomes and standards contained within The Scottish Social Housing Charter (SSHC) in the development and implementation of this policy. The outcomes and standards that are relevant to this policy are:

Outcome 4 – Quality of Housing:

Social landlords manage their businesses so that:

- *Tenants' homes, as a minimum, when they are allocated are always clean, tidy and in a good state of repair, meet the Scottish Housing Quality Standard (SHQS), and any other building quality standard in place throughout the tenancy; and also meet the relevant Energy Efficiency and Zero Emission Heat Standard.*

Outcome 5 – Repairs, Maintenance and Improvements:

Social landlords manage their businesses so that:

- *Tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.*

Definitions

The following definitions and abbreviations are used in this policy:

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.

Compartmentation – Subdivision of a building by fire-resisting walls and / or floors for the purpose of limiting fire spread within the building.

Competent Person – A 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.

Dwelling – A house, flat, or another place of residence.

Emergency Lighting – Lighting provided for use when the supply to normal lighting fails.

Fire Door – A 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.

Smoke Alarm – A device containing, within one house, all the compartments necessary for detecting smoke and for giving an audible alarm.

Sprinkler System – A system comprising of thermosensitive devices designed to react to a pre-determined temperature to automatically release a stream of water and distribute it in a specified pattern and quantity over a designated area.

HMO – A house, premises or a group of premises with shared amenities, occupied by three or more persons from three or more families as their only or main residence.



Fire Risk Assessment

In Scotland, the relevant legislation that relates to Fire Risk Assessments is:

- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006

This legislation covers a wide range of fire safety obligations and expected standards, and places a clear duty on employers to carry out Fire Safety Risk Assessments (FSRA's) and to ensure the safety of employees / occupants in workplaces and other 'relevant premises' such as Houses of Multiple Occupancy (HMO's) and other specialised domestic accommodation. Workplaces include areas such as plant rooms and other areas that cannot be accessed by tenants. However, most 'normal' domestic premises and their common areas are excluded from this duty.

Given the Association's stock profile, a Fire Safety Risk Assessment is carried out at the Association's office by a competent person. FSRA's will be carried out at intervals recommended by the assessor. The FSRA covers the following:

- General Information
- Building Description and Fire Safety Installations
- Fire Risk
- Fire Safety Provisions
- Risk Assessment Significant Findings and Action Plan

The FSRA considers everyone who may come into the premises, whether they are employees, tenants, visitors, contractors or members of the public.

Houses of Multiple Occupancy

The Association does not own or manage any HMOs. If this position changes in the future, the Association will introduce and undertake the necessary FSRA's and implement the necessary procedures to ensure compliance with the Fire (Scotland) Act 2005, Fire Safety (Scotland) Regulations 2006 and any other appropriate legislation.

Fire and Smoke Alarms

In accordance with the Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criterion) Order 2019 all properties achieve the following standard:

- One smoke alarm to be installed in the room most frequently used for general daytime living purposes (normally the living room);
- One smoke alarm in every circulation space on each storey, such as hallways and landings;
- One heat alarm to be installed in every kitchen;
- All smoke and heat alarms to be ceiling mounted; and
- All smoke and heat alarms to be interlinked.

The Association will ensure that all smoke and heat alarms operate correctly at the commencement of all new tenancies.

To ensure resident health and safety, all interlinked smoke alarms and heat detectors are tested as part of the annual gas safety check for each property and when a property becomes void or is subject to a change in tenancy. All smoke alarms and heat detectors are also tested as part of the five year electrical safety check.

Specialised alarms can be fitted to properties where there are tenants who have a disability, impairment or particular needs. Alarms include smoke alarms with a vibrating pad or flashing light.

Tenant are advised to test their alarms on a weekly basis.



Carbon Monoxide Alarms

In accordance with the Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criterion) Order 2019 carbon monoxide detectors are fitted in all rooms where there is a fixed combustion appliance (excluding an appliance used solely for cooking) or a flue.

To ensure resident health and safety, all carbon monoxide detectors are tested as part of the annual gas safety check for each property or when a property becomes void or subject to a change in tenancy. All carbon monoxide detectors are also tested as part of the five year electrical safety check.

Emergency Lighting

In buildings where emergency lighting is present, the lighting system is designed to automatically illuminate upon the failure of the power supply.

Emergency lighting will be tested annually by a competent person and records of the test will be retained by the Association.

Fire Doors and Compartmentation

In buildings containing flats and maisonettes, each property will be divided into fire-resisting compartments by fire-resisting door, walls and floors which will provide a physical barrier to fire.

Doors connecting shared parts of a multi-occupancy dwellings, such as doors to individual flats will be fire rated.

Where properties have an integral garage the door that joins the garage to the main part of the house will be a fire rated door.

Doors used to access plant rooms and other service areas such as the office garage will be fire rated.

Emergency Exit Doors

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

Emergency exit doors within the Association's office are marked with clear signage to indicate they are fire doors.

Smoke Ventilation

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

Some properties managed by the Association contain Automatic Opening Vents (AOVs) which are designed to help ventilate and extract smoke from buildings in the event of a fire in order to facilitate the safe escape for occupants.

AOV's are tested annually by a competent person as part of the Association's Fire System Maintenance Contract.

Dry Risers

Some properties managed by the Association contain dry risers. Dry risers are subject to a six monthly visual inspection and wet test every twelve months as part of the Association's Fire System Maintenance Contract.

Fire Suppression System / Fire Equipment

In accordance with legislation, all new build housing must be fitted with automatic fire suppression systems where the building warrant is applied for on or after 1 March 2021.

One property within the Association's stock is fitted with a sprinkler system which is serviced by a competent person on an annual basis.

The Association does not install fire extinguishers in residential dwellings as tenants are not trained on the safe use of extinguishers. Accidents can occur if tenants attempt to use extinguishers without appropriate training.



Furniture and Furnishings

The Association does not provide furnishings as part of a tenancy. If this position changes in the future, the Association will ensure that any furnishings will be fully compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

The Association will ensure that any furnishings provided within the office premises are fully compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

Signage

Where appropriate, Fire Action Signs will be placed in corridors, entrance doors and common area. Where fire safety signs are provided, they will be in accordance with the health and Safety (Safety Signs and Signals) Regulations 1996.

Maintenance and Repairs

The Association will ensure that equipment and devices provided for fire safety are serviced and maintained to ensure that they are always in good working order and a state of good repair.

All repairs carried in respect to equipment and devices relating to fire safety will be carried out by a competent person.

Access and Facilities for the Fire Service

The Association, where practicably possible, will ensure:

- There is sufficient means of external access to enable 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 carry out search and rescue and fight fire; and
- The building is provided with sufficient internal fire mains and other facilities to assist firefighters in their tasks.

Management of Common Areas

As part of the estate management inspections, the Association checks all common areas to ensure that combustible material and ignition sources are not left within common areas and to also ensure that common areas are free from obstructions which could prevent people accessing or exiting the property.

To reduce the risk of fire within common areas, residents are not permitted to store:

- Bicycles, prams or mobility scooters;
- Combustible material such as paper and books;
- Refuse awaiting disposal;
- Furniture
- Motorcycles, mowers or other gardening equipment containing petrol or other fuels;
- Hazardous chemicals, gas containers or flammable liquids;
- DIY material or tools
- Barbecues
- Electrical appliances
- Toys and play furniture; and
- Items that present a hazard (e.g. panes of glass).



Advice and Guidance

The Association uses the following methods to provide residents with advice and guidance on fire safety:

- Providing information on the Association's website in relation to fire safety.
- Provide new tenants with information on how they can arrange for the Scottish Fire and Rescue Service to carry out a Home Fire Safety Visit.
- Providing new tenants with a leaflet at sign-up that will:
 - Remind tenants to test their smoke alarms and heat detectors on a weekly basis;
 - Ensure all common areas are not obstructed;
 - Ensure that fire doors are not propped open or otherwise disabled; and
 - Ensure that AOVs are not disabled.

Void Properties

Prior to granting a new tenancy, the Association will carry out the following checks with the aim of reducing the risks associated with fire:

- Servicing of gas appliances to ensure that they operate correctly and safely;
- An EICR to ensure that electrical installations operate correctly and safely;
- Testing of smoke alarms, heat detectors and carbon monoxide alarms to ensure that they operate correctly; and
- Ensuring that all doors close properly in order to prevent the spread of fire and smoke.

Training

The Association will ensure that staff receive the necessary training in relation to fire safety issues.

Association Offices

Fire Action Notices

Fire Action Notices are displayed throughout the premises and provide clear instruction on what to do in an emergency. Fire action notices are located on each level adjacent to all stair cases. These notices advise on how to exit the building and confirm the muster point.

Maintenance Checks and Tests

In addition to the FSRA that is carried out by a competent person, the Association also has a maintenance contract in place for the testing and monitoring of fire safety equipment and devices.

In accordance with the maintenance contract, the following equipment is monitored and tested on a regular basis by a competent person:

- Fire alarm
- Disables Refuge System
- Dry risers
- Emergency lighting
- Portable fire extinguishers
- AOV systems



Appendix 1

Legislation & Statutory Requirements

- 5 • Health & Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Fire Safety (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019
- 10 • Housing (Scotland) Act 2001
- Housing (Scotland) Act 2010
- Housing (Scotland) Act 2014
- Tenement (Scotland) Act 2004
- Property Factors (Scotland) Act 2011
- 15 • Environmental Protection Act 1990
- Civil Government (Scotland) Act 1982
- Gas Safety (Installation and Use) Regulations 2018
- Electrical Equipment (Safety) Regulations 1994
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
- 20 • Health and Safety (Safety Signs and Signals) Regulations 1996
- The Control of Substances Hazardous to Health Regulations 2002
- Construction (Design & management) Regulations 2015
- The Building (Scotland) Regulations & Building Standards 2017
- Scottish Housing Regulatory – Regulatory Framework
- 25 • Scottish Housing Quality Standard (SHQS)

Guidance

- 30 • BS 5839-6 (Fire Detection)
- BS 5499 (Fire Safety Signs)
- Scottish Government Advice for Building Owners on Assurance and Replacing of Flat Entrance Doors (2 August 2018)
- Scottish Government Existing High-Rise Domestic Buildings: Practical Guidance (2022)
- The Social Housing Safety Network Scotland: Fire Safety
- 35
- 40