

## CLYDESDALE HOUSING ASSOCIATION LIMITED

<b>Policy:</b>	Fire Safety Policy
<b>Date:</b>	27 April 2022
<b>Lead Officer:</b>	Technical Services Manager
<b>Review Date:</b>	April 2025
<b>Regulatory Standards:</b>	Standard 1

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

### **Guidance**

- 1.1 The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
- 1.2 The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.
- 1.3 All governing body members accept collective responsibility for their decisions.
- 1.4 All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
- 1.5 Each governing body member always acts in the best interests of the RSL and its tenants and service users and does not place any personal or other interest ahead of their primary duty to the RSL.

### **The Scottish Social Housing Charter relevant indicators:**

#### **4: Quality of housing**

Social landlords manage their businesses so that:

- tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) when allocated; are always clean and tidy and in a good state of repair; and also meet the Energy Efficiency Standard for Social Housing (ESSH) by December 2020

#### **5: Repairs & Maintenance**

Social landlords manage their business 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

**Clydesdale Housing Association will provide this policy on request at no cost, in large print, in Braille, in audio or other non-written format, and in a variety of languages.**



## **FIRE SAFETY POLICY**

### **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**

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 – *“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 other place of residence.”*

Emergency lighting – *“lighting provided for use when the supply to normal lighting fails.”*

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.”*

Smoke alarm – *“device containing, within one housing, all the components, necessary for detecting smoke and for giving an audible alarm.”*

Sprinkler system – *“a system comprising thermosensitive devices designed to react at 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.”*

### **3. References**

- BS 5839-6:2013
- Building (Scotland) Regulations 2004
- Building Standards Technical Handbook 2017: Domestic buildings
- Electrical Equipment (Safety) Regulations 2016
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 2018
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety at Work etc. Act 1974

### **4. Fire and smoke alarms**

#### 4.1 CHA 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 smoke alarms will be interlinked, mains powered, and provided with an integral stand-by power supply (a minimum of class LD2).

4.3 CHA will ensure that fire, smoke and heat alarms are in proper working order at the start of each tenancy.

4.4 CHA will ensure that all alarms are installed in accordance with the recommendations contained in BS5839 Part 6.

4.5 Specialised alarms will be given to tenants who have a disability, impairment or special needs (e.g., smoke alarms with a vibrating pad, flashing light etc.).

4.6 Tenants will be advised to test alarms on a weekly basis.

### **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 be installed in the main bedroom where there is a fossil burning appliance in the property (as per LD2 specification)

## 6. Emergency lighting

- 6.1 Where applicable and as per building regulations, blocks of flats will have emergency lighting present in all communal areas and common escape routes.

Common closes where emergency lighting is present:

*Westworth Place, Lanark*

*Wellgate, Lanark*

*Guschet Place, Lanark*

*Bakers Brae & New Trows Road, Lesmahagow*

*Cordiner Court, Lesmahagow*

*North Vennel, Lanark*

*1 – 7 Dovecot Lane, Lanark*

- 6.2 The emergency lighting system will be designed to automatically illuminate upon the failure of the power supply.
- 6.3 The emergency lighting system will be tested on a monthly basis by a competent person (electrician) with a record of the test maintained for 3 years.
- 6.4 Monthly Emergency Lighting Testing will involve all a short functional test in accordance with BS EN 50172:2004/BS 5266-8:2004. The duration of the test should be sufficient to ensure that the luminaire operates correctly, whilst minimising any damage to the system components, e.g., lamps and batteries. It is important to note that the entire system doesn't have to be tested at the same time. The system can be tested in sections, over a testing schedule, so long as each luminaire is tested each calendar month.
- 6.5 An annual discharge test will be performed by a competent person (electrician). This will involve simulating a power failure and conducting a test of the full rated duration of the emergency lights (e.g., 3 hours). The annual test should be a full rated duration test to ensure that the emergency lights are still working and producing the acceptable level of light at the end of the test. For example, if a luminaire is rated for a 3-hour duration, then after 3 hours in an emergency situation the light should still be lit. The full duration test should be completed at a time of low risk of an emergency situation so that the batteries have sufficient time to recharge.

## 7. Fire doors and compartmentation

- 7.1 Buildings containing flats 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.

## **8. Emergency exit doors**

- 8.1 CHA will ensure all doors which are to be used in an emergency can be opened from the inside without the use of a key and have clear signage indicating a fire door.

## **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 Sprinklers will be installed in any new build properties which have common areas in line with current and future guidance. These will not be fitted retrospectively to older properties which would comply to the relevant regulations at the time of build.
- 10.2 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 No furniture is currently allowed in CHA closes, where anti-slip mats are needed only CHA approved fire rated non-slip dust mats are allowed.

## **13. Maintenance and repairs**

- 13.1 CHA 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.
- 13.2 All repairs will be carried out within the timescale set in the CHA maintenance policy by a competent person.

## **14. Access and facilities for the fire service**

CHA will ensure:

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

## 15. Fire risk assessment

- 15.1 Fire safety legislation differs markedly between Scotland and the rest of the UK and this includes an important distinction in the legal position as regards fire safety risk assessing in the common areas of domestic premises.

In Scotland, the relevant legislation 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' (including 'Houses of Multiple Occupancy' (HMO's) and some other specialised domestic accommodation). However, most 'normal' domestic premises and their common areas are excluded from this specific duty.

The legislation does, however, place a specific responsibility on landlords to maintain any measures provided in the common areas of all domestic premises for the protection of fire-fighters, as follows:

- *“Where necessary in order to secure the safety of fire-fighters (whether employees of relevant authorities or otherwise) in the event of a fire ... [the] premises and any facilities, equipment and devices provided ... for the use by or protection of fire-fighters ... are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.”*

However, the situation is slightly different for high-rise domestic blocks, with the Scottish Government having published the following specific guidance (updated in March 2021):

- *“It is a strong recommendation that those organisations responsible for the management of high-rise blocks, carry out an assessment of fire risk in the building, as part of their corporate responsibility.”* while recognising that *“A fire safety risk assessment is not, however, legally required under Part 3 of the Fire (Scotland) Act 2005, for the common areas of domestic premises.”*

Therefore, CHA 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. The following will be included in the strategy:

- Full Fire Risk Assessments in all common closes will be carried out every three years by a competent person (Consultant).

- Further inspections will be carried out by a competent staff member at 6 monthly intervals by way of a re-inspection of areas previously assessed by the above-mentioned competent person.

The following will also be considered when developing the fire risk assessment strategy:

- high rise buildings pose a particular risk to tenants and often exhibit significant uncontrolled risks
- workplaces' such as loft areas 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 risk assessing programme.
- Hoarding issues within a tenanted property or garden

Ultimately, the Fire Risk Assessment Strategy should:

- Demonstrate compliance with all relevant legislation and guidance
- Offer a due diligence defence if required
- Be seen by society at large as a 'reasonable landlord'
- Consider robust risk management and corporate governance to be adopted

## 17. Tenant responsibilities

17.1 CHA will include fire safety obligations within tenancy sign-up packs 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
- ensure fire doors are not propped open or otherwise disabled

<b>Approved by the Committee of Management on:</b>	
<b>Signed:</b>	<b>Signed:</b>
<b>Secretary/Chairperson</b>	<b>Staff Member</b>