

CLYDESDALE HOUSING ASSOCIATION LIMITED

Policy:	Fire Safety Policy
Date:	25 June 2025
Lead Officer:	Depute Chief Executive
Review Date:	June 2028

Applicable Regulatory Standards:

Regulatory Standard 1 (RS1) - *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.

- Guidance 1.1 – The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.
- Guidance 1.2 - 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.
- Guidance 1.3 - 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.
- Guidance 1.4 - All governing body members accept collective responsibility for their decisions.
- Guidance 1.5 - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
- Guidance 1.6 - 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.
- Guidance 1.7 - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).

Regulatory Standard 3 (RS3) – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'*.

- Guidance 3.1 - The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
- Guidance 3.2 - The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
- Guidance 3.3 - The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.

Regulatory Standard 5 (RS5) – *‘The RSL conducts its affairs with honesty and integrity’.*

- Guidance 5.1 - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
- Guidance 5.2 - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members’ performance, ensures compliance, and has a robust system to deal with any breach of the code.
- Guidance 5.3 - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

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.



Contents

1. Introduction	4
2. Policy Scope	4
3. Definitions.....	5
4. Legal Framework	6
5. Roles and Responsibilities	9
6. Fire Safety Policy Arrangements.....	9
7. Governance and Oversight.....	11
8. Performance and Assurance.....	12
9. Training and Competency	12
10. Data Integrity and Record Keeping.....	12
11. Review Period	13

1. Introduction

- 1.1 The Association recognises that fire presents a major risk to the health, safety and wellbeing of our customers who live in our homes, owners, colleagues working across the wider estate, contractors and members of the public who visit our properties, if it is not managed safely. Fire safety incidents can cause injury, loss of life, significant damage to property and also pose significant financial and reputational risks to our organisation.
- 1.2 As a Housing Association, we are an employer, and a responsible social landlord, and we acknowledge our legal and moral obligations in reducing the potential risks from the dangers caused by fire, especially injury and loss of life. The Association has a general legal duty to ensure, so far as reasonably practicable, the health safety and wellbeing of employees and others who are affected by our work activities and who live in or visit our properties.
- 1.3 The aim of this policy and the supporting fire safety procedure is to provide a robust fire safety framework which can be implemented to protect the safety and wellbeing of our tenants, staff, visitors, and firefighters (when carrying out firefighting duties in our properties).
- 1.4 This policy should be read in conjunction with the supporting Fire Safety Procedure, both documents will enable us to comply with all applicable legislation and standards listed in section 3 and when implemented, will enable the Association to manage the risk of fires starting and spreading within our properties.

2. Policy Scope

- 2.1 This policy applies to all 'domestic and communal' (residential and non-residential) parts of buildings owned and managed by the Association in terms of general fire safety precautions, this policy does not include our offices, there is a separate policy in place for fire safety within the Associations offices. Where we are not the freeholder of any properties which are within our control, the responsibility for fire management will be clearly defined within the management agreement. Scottish fire legislation applies differently to domestic and non-domestic buildings which is summarised in section 4 of this policy.
- 2.2 This policy applies to all fire safety related work streams associated with protecting life safety and property safety for tenant and resident safety, including precautions we will take, raising the alarm, all passive fire elements (e.g. fire doors and compartmentation) and all active fire elements (e.g. fire alarms, emergency lighting, sprinklers) of fire safety.
- 2.3 Where properties are managed by the Association on behalf of property owners, statutory fire responsibility will be detailed in the terms of the management arrangements.
- 2.4 This policy relates to all staff (including management Committee), and all

departments within the Association. This policy applies to all work streams within the Association which affect fire safety measures for tenant and resident safety across all domestic properties. These include:

- The Fire Risk Assessment (FRA) Programme and review of risk assessments
- The remedials resulting from the fire risk assessment
- Any maintenance and repair work to any passive fire elements (e.g. fire doors and compartmentation)
- Any maintenance and repair work to any active fire elements (e.g. emergency lighting checks, fire alarms, smoke ventilation, sprinklers and extinguishers)
- Property inspections to ensure communal areas are kept clear and sterile
- Provision of domestic interlinked smoke detection for all dwellings

3. 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.”*

4. Legal Framework

- 4.1 The Association will comply with all relevant legislation and regulatory requirements for fire safety. Set out below is the principal legislation which applies to tenant and resident safety for fire safety management (please refer to the supporting fire safety procedure for all associated detailed standards and guidance):
- 4.2 **The Health and Safety at Work Act 1974; General Duty on Employers** is the primary Health and Safety legislation, which imposes a general duty on employers to ensure the health, safety, and welfare of their employees at work, so far as reasonably practical. This statutory duty is also applicable to “others” who may be affected by the employer’s undertakings (i.e., work activity), such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public who reside or visit our domestic properties. We therefore have a general duty to ensure their health and safety.
- 4.3 The **Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006** are the key pieces of legislation in Scotland regarding fire safety. The 2005 Act provides a broad approach to fire safety and is complemented by more detailed provisions contained in the 2006 Regulations. 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 (FRA’s) and to ensure the safety of employees/occupants in workplaces and other ‘relevant premises’ (including 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, the 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. 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 Regulations require that equipment and devices provided for the use by or protection of firefighters, are maintained in an efficient state, efficient working order and in good repair.

4.4 **The Civic Government (Scotland) Act 1982** in relation to domestic dwellings, Section 93 of this Act requires occupiers to keep common property free of combustible substances and anything which might obstruct egress from and access to the property in the event of fire. The Scottish Fire and Rescue Service (SFRS) has power to enter the common property to determine if the duty is being complied with, and if it is not, and there is an immediate risk of fire likely to endanger life, to do anything necessary to remove that risk including seizing and retention of items. The SFRS can issue notices requiring occupiers to remove or render safe items or substances in common property. Any person who fails to comply with a notice from the SFRS is guilty of an offence.

4.5 **Scottish Housing Quality Standard (SHQS).** The Association is committed to ensuring that fire safety standards and practices comply with the current outcomes set by the Scottish Social Housing Regulator:

“Registered Social Landlords must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes and comply with the Healthy, Safe and Secure elements of the Scottish Housing Quality Standard

4.6 **The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019.** Tolerable Standard: Meeting New Standards for Fire and Smoke Detection. The 2019 Order has extended the existing law with regards to fire and smoke detectors. From 1st February 2022, all rented properties in Scotland will be required to meet the new standards for fire and smoke detection, regardless of the tenure. The Order extends the ‘tolerable standard’ outlined in Section 86 of the Housing (Scotland) Act 1987; however, these changes will now apply to all residential properties. Registered Social Landlords will be required to comply with this Order

4.7 This Policy aims to achieve compliance with the following legislation, ACOP’s, Regulations, British Standards and Guidance:

- Building (Scotland) Regulations 2004
- Building Standards Technical Handbook 2017: Domestic buildings
- Electrical Equipment (Safety) Regulations 2016
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 2018
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Reporting of Incidents and Dangerous Occurrences regulations (RIDDOR) 2013
- Construction Design and Management Regs 2015
- 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)
- 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 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

5. Roles and Responsibilities

- 5.1 The **Management Committee**, in approving this policy, acknowledges that it accepts full responsibility for ensuring the organisation complies with its legal obligations in terms of fire safety.
- 5.2 The Chief Executive has overarching responsibility for health and safety across the Association. They will appoint other officers as required to assist in carrying out the association's duties.
- 5.3 The Deputy Chief Executive will support the Chief Executive to ensure there are suitable resources in place to deliver suitable and sufficient fire safety management arrangements to meet legislator and policy compliance requirements.
- 5.4 The **Technical Services Manager** has day-to-day responsibility for managing fire related work streams associated with tenant and resident safety. They will ensure fire risk assessments are carried out and reviewed where required and ensure remedials from fire risk assessments are verified and completed efficiently. They will ensure routine maintenance and inspections of fire-related elements (passive and active outlined within the scope of this policy) are completed on time and to the required standards. They will have sufficient authority, competence, skills and knowledge to ensure that all operational procedures are carried out in a timely and effective manner and implement control measures and strategies, i.e. they are suitably informed, instructed, trained and assessed. They should be able to ensure that tasks are carried out in a safe, technically competent manner.
- 5.5 The Technical Services Officer will support the Technical Services Manager with their duties listed above, as required.
- 5.6 The Housing Team will carry out estate inspections twice per year where access can be gained and will deal with any issues affecting fire safety arrangements as they identify them, e.g. issues with access and egress in communal areas from items left by tenants.
- 5.7 **Tenant Responsibilities** - The Association 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

6. Fire Safety Policy Arrangements

- 6.1 The key arrangements the Association will have in place as a landlord,

employer, and statutory duty holder, are:

- The Association will ensure we appoint suitably competent contractors and train specific staff to enable us to understand these risks and the actions we need to take to keep customers, staff, and others safe and comply with our obligations as a landlord and employer in relation to fire risk.
- The Association will ensure that we identify all properties we own or manage which need a fire risk assessment (FRA) and ensure these are completed by a demonstrably competent individual in line with all competency guidelines and to a suitable and sufficient standard.
- The Association will ensure that all findings from the FRA are recorded and reviewed, all management actions and remedial actions will be efficiently scheduled and completed within the timeframes specified (where practicable).
- The Association will ensure we provide appropriate information to tenants. We will ensure residents and employees are clear on what the evacuation procedure is for each building occupied through appropriate communications and signage.
- The Association will make best use of our systems and databases to ensure that FRA review cycles and subsequent remedial and management actions are managed in a consistent manner, This will enable us to report and provide adequate assurance that we comply with all relevant legislation and this policy.
- Where the risk assessment specifies, the Association will provide adequate passive and active fire precautions as outlined in the policy scope.
- The Association will ensure all passive and active fire safety assets (as specified in the policy scope) are designed, installed and maintained by competent people and all equipment is maintained to the required standards and frequency in line with British Standards.
- The Association will ensure all properties have escape routes kept free from obstruction and combustible materials to prevent fires from starting and spreading and to enable safe and efficient evacuation, including liaison with residents and employees to ensure appropriate awareness is in place. By doing so, we will also ensure fire fighters are able to access the buildings safely and access equipment as required.
- The Association will ensure all domestic properties have adequate smoke detection in line with the Tolerable standard and these are tested and maintained.
- The Association will ensure that there are clearly appointed accountabilities, roles, and responsibilities to manage fire safety across the business.

- The Association will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated Procedure inclusive of making these available to all relevant staff and ensuring that staff with fire safety roles have read and understood the content and what is expected of their role.
- The Association will foster and maintain good working relationships with the Scottish Fire and Rescue Service (SFRS) to ensure the safety of our tenants, owners, contractors and visitors. We will comply with any notice served on us by the local fire authority and carry out any required work as soon as is practical.
- The Association will ensure that we support tenants in line with the Equality Act to understand individual abilities and requirements in terms of reasonable adjustments to homes and communal areas. We will also ensure we conduct person centered fire risk assessments (PCFRA's) and personal emergency evacuation plans (PEEPS) where required (for example in HMO's) and will ensure the fire and rescue service are aware of any relevant information. A personal emergency evacuation plan will be prepared for any tenant who has a disability that impacts on their ability to evacuate their place of work.
- The Association will ensure there are suitable and sufficient emergency procedures in place to deal with emergency situations as a result of issues associated with fire safety.
- The Association will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord relating to fire safety management across the business and respond promptly to failures in systems and data management.
- The Association will ensure that if a fire occurs a full investigation is conducted which will involve notifying our insurers, identifying if there is anything we can do to improve fire safety precautions and arrangements and reviewing and updating the fire safety policy and procedure.

6.2 Further details are set out in the supporting Fire Safety Procedure.

7. Governance and Oversight

7.1 The Association will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to fire safety and to assure ourselves that we comply with this Policy and the supporting procedure. The current levels of Governance and Assurance we have in place are:

- Management Committee
- SMT – The Senior Management Team
- The Audit and Risk Sub-Committee
- Technical Services Team
- Internal and external audit

8. Performance and Assurance

8.1 The Tenant Safety Scorecard will be produced on a quarterly basis to ensure compliance can be monitored against the minimum agreed Key Performance Indicators (KPI's). These will be detailed in the Fire Safety Procedure. Performance information will be provided on the following basis:

- Quarterly performance information is provided to the Management Committee including relevant fire KPIs and their performance compared with previous quarters.
- An end of year performance report summarising KPI performance compared with target) is reported to the Management Committee at the end of the year. The reports provide an in-depth review of tenant safety and areas of key focus.

9. Training and Competency

9.1 The Technical Services Manager will ensure that all colleagues with responsibilities under this policy receive appropriate training to ensure that they are competent to fulfil their duties.

9.2 Training will be provided in accordance with the Associations training needs analysis for all staff with specific duties in relation to fire safety for tenant and resident safety.

9.3 The Technical Services Manager will be responsible for assessing and delivering the training needs analysis across the business and will consider the types of training required across different roles.

9.4 Contractors are required to be demonstrably competent and suitably qualified to carry out the roles and responsibilities placed on them and must undertake regular auditing and updated training to ensure suitability continues. Contractors carrying out fire risk assessments will be required to have sufficient skills knowledge and experience through qualifications, accreditation and will need to be on a suitable risk assessment register and certification body.

10. Data Integrity and Record Keeping

10.1 All properties will be assessed to determine whether they require a fire risk assessment. We will keep an accurate record of all properties requiring a fire risk assessment and the risk assessment review frequency.

10.2 We will record the remedial works specified within the risk assessment, tracking and managing the actions through to completion.

10.3 Any monitoring and maintenance regimes recommended by the risk assessments will be tracked monitored and managed to evidence completion.

10.4 Maintenance regimes of fire equipment will be monitored and recorded to ensure we have evidence of the completion of the tasks.

- 10.5 All records relating to the fire risk assessment and reviews and subsequent remedial works identified, shall be kept and managed within a robustly maintained system to ensure asset data accuracy and reliability.
- 10.6 We will carry out regular validation checks of the main asset database to ensure all properties are correctly classified and accounted for including asset acquisitions and disposals.

11. Review Period

- 11.1 This policy will be reviewed every three years, or sooner if there are any legislation or changes in best practice, to ensure the Association complies with up-to-date legislation and guidance.

