



Gardeen Housing Association Ltd
Building a Better Future

GARDEEN HOUSING ASSOCIATION

FIRE SAFETY MANAGEMENT POLICY

Implementation	2022/23
Next Review	2025/26

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1.0 Introduction

Gardeen Housing Association acknowledges that it has legal and moral obligations in reducing the potential risks from the dangers caused by fire including injury or loss of life.

The associated procedures 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, The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019 and all other relevant legislation.

Gardeen Housing Association is responsible for ensuring that all our properties meet fire safety standards.

2.0 Policy Objectives

The aim of this policy, and associated risk assessments and procedures, is to ensure the safety from fire for people living and working in properties, owned or managed by the Association.

3.0 Legal Duties & Statutory Guidance

The Association has several specific legal duties which relate to fire safety and, in particular, fire safety risk management. These include:

- Take such general fire precautions as will ensure the safety of our employees ensure the premises are safe for relevant persons not in our employment;
- Carry out suitable and sufficient assessment of the risks to identify the general fire precautions we must take and record the significant findings and the persons identified as being at risk;
- Implement appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures;
- Ensure the risk to persons related to the presence of dangerous substances is either eliminated or reduced by replacing the dangerous substance;
- Ensure our properties are equipped with relevant fire-fighting equipment (office) and with fire detection and alarms that are regularly tested and maintained;
- Maintaining emergency exits and routes to emergency exits to ensure they provide quick and safe escape to a place of safety;
- Appointing competent persons to help discharge our legal duties;
- Provide our employees with comprehensible fire safety information;

- Providing fire safety risk information to relevant persons.

4.0 The Scottish Social Housing Charter

This policy statement supports Gardeen Housing Association in achieving the following relevant Charter Outcomes and Standards:

Housing Quality & Maintenance:

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.*

5: Repairs, Maintenance & 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.*

5.0 Fire Safety Management Policy

The Association shall aim to minimise and control the risk from fire and, to this end, will:

- Take all reasonable steps to ensure we are compliant with the requirements of The Fire (Scotland) Act and Fire (Scotland) Regulations;
- Develop positive working relationships with the Scottish Fire Rescue Services including complying with any orders they issue in writing and seeking advice as to the severity of the risks identified;
- Carry out regular Fire Risk Assessments covering all premises as required by the legislation noted above and in line with the timescales set out herein;
- Keep a register of Fire Risk Assessments [the FRA Register] recording the date of the last assessment;
- Identify & deal with any hazards or lack of suitable fire management controls found, by taking corrective and remedial actions [Fire Actions] as appropriate;
- Keep a register of Fire Actions [the Fire Action Register] recording the due date to complete the action (as set out in the FRA) and the actual date of completion;

- Ensure sound fire safety principles are incorporated within planned and cyclical works programmes within designated timescales;
- Introduce appropriate arrangements for the effective planning, organisation, control, monitoring and review of fire prevention and protective measures;
- Ensure we have accurate record keeping which we will share with the local fire authority, as appropriate;
- Maintain all fire safety equipment and installations and undertake regular inspections and testing in line with guidance (office only);
- Provide and maintain safe means of escape from premises in the event of a fire;
- Carrying out a practice evacuation where appropriate to ensure evacuation procedures are appropriate (office only);
- Identify relevant training for staff;
- Ensure contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor fire safety performance and promote continuous improvement;
- Respond appropriately to any new and evolving legislation and guidance in relation to fire safety and detection to ensure required standards are met.

For more detailed information refer to our Fire Safety Management procedures.

6.0 Management Responsibilities

It is the overall responsibility of the Management Committee to ensure that the Association complies with all statutory duties placed on it by health and safety legislation.

The Management Committee shall receive ongoing quarterly reports on relevant aspects of fire safety control within the Association's properties. The Management Committee shall be informed of any unsafe situations that arise as soon as practicably possible.

The Association's Director's duties and responsibilities include:

- To act as "Duty-holder" under the Fire Safety Regulations;
- Implementation and the continuing review of this policy;
- Ensuring adequate finance is secured for the delivery of this service;

- Ensuring that all staff who have a responsibility in implementing this policy are kept fully informed of developments in legislation and good practices relating to the management of fire safety;
- Ensuring competent staff are employed in delivering the policy and procedure;
- Ensuring that the duty of care to our tenants, factored owners, employees, contractors and any other visitors is met; and
- Ensure via appointed staff responsibility for the day to day delivery of the process and continuing audit.

The Association's Senior Housing Officer's duties and responsibilities include:

- To act as "competent person" under the Fire Safety Regulations;
- Procure suitably competent and qualified contractor(s) on behalf of the Association who will be available to undertake all works, surveys, removals and risk assessments in order to comply with the Fire Safety Regulations;
- Commission Risk Assessments for Fire Safety Management for the office, and all common properties and ensure that these are updated at least once every 2 years and sooner to reflect any legislative and regulatory changes;
- To ensure surveys are undertaken as and when the policy dictates;
- That the fire safety database is kept up to date with additional or extra surveys as dictated by this procedure;
- Ensuring all planned, cyclical, refurbishment and void works fall in line with this policy;
- Ensuring there is communication with tenants regarding fire safety management via the Association's website, newsletter and correspondence as required; and
- Carrying out training needs analysis for the members of staff involved with Fire Safety Management.

The Association's Customer Services Officer's duties and responsibilities include:

- Ensuring safety testing of smoke and heat alarms within properties;
- The day-to-day running of the Association's programme of fire safety testing at the office;
- Timeous instruction of any recommended remedial works as per the timescales set out in the 'Risk Assessment' section;
- Co-ordinating communication and information to residents regarding programmes for fire safety inspection, and publish an annual reminder of tenant's responsibilities in the newsletter;
- Administration of the fire safety database;
- Tenant liaison and appointment scheduling;
- Contractor liaison and appointment scheduling;
- Updating the database with information gathered during inspections;
- To note and action any remedial works required to the fire safety system and to bring these to the attention of the responsible person; and
- To bring to the attention of the responsible person any anomalies with fire safety during checks and organise contractors to deal with these anomalies.

7.0 Risk Assessment

What we will do:

Gardeen Housing Association will ensure that it fulfils its legal and regulatory obligations relating to fire safety by complying with relevant legislation and ensuring adoption of the principles of this policy and by:

- Complying with legislation regarding fire and smoke detection systems, where the deadline for compliance was February 2022.

To comply the Association will ensure that there will be:

- *at least one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes (normally the living room/lounge);*
- *one functioning smoke alarm in every circulation space on each storey, such as hallways and landings, or in the main room if no landing in upper storey;*
- *one heat alarm in every kitchen iv. all alarms will be ceiling mounted and hard wired (where feasible);*
- *all alarms will be interlinked;*
- *There is also a requirement for carbon monoxide detectors to be fitted where there is a carbon fuelled appliance (such as boilers) or a flue.*
- Ensuring that all works in relation to fire safety meet current regulations and legislation and are carried out by reputable and qualified persons;
- Regularly inspect our properties and their immediate environment to ensure they are free from risks which could increase the risk of fire and subject to regular inspection and renewal;
- Identifying, assessing, and managing any potential sources of risk;
- Communicate fire safety tips and information to tenants via our website, social media, newsletter and written communication;
- Ensuring equipment and devices provided for fire safety are subject to a suitable system of maintenance and are in good repair.

The risk assessment will be reviewed at regular intervals (at least every two years) or when it is believed that the original risk assessment is no longer valid, for example following a change in the building, or following an incident.

8.0 Void properties

In accordance with our 'Minimum Lettable Standard' and to mitigate any increased potential risk associated with void properties, the contractor responsible for carrying

out annual gas servicing will check that the smoke alarms, heat alarms and carbon monoxide alarms are in place and detail these in the Landlord Gas Safety Record.

If any alarms are missing or require to be replaced this work will be instructed and carried out before the property is re-let.

9.0 Contractors

We will appoint a competent external contractor to carry out fire safety services. Contracted works may include repairs and maintenance; servicing; installation and other associated services.

10.0 Notification Requirements

Some Dangerous Occurrences relating to fires and explosions may also need to be reported to the HSE by the Association under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

11.0 Staff Training

While the Management Responsibility protocols establish the control hierarchy and key staff for the management of fire safety issues, the Association's Management Committee recognise their duties to make available appropriate and adequate funding and resources to allow an effective system to be maintained.

All staff involved with the implementation and delivery of the Fire Safety Management policy and plan will be offered appropriate training and will be provided with such additional training, facilities and support as is deemed necessary by the Management Committee for the efficient discharging of their duties.

All staff within the Association will require to have knowledge of current fire safety legislation; and will also receive such training and support as deemed necessary by the Association.

12.0 Tenant Responsibilities

Tenants will be provided with information on fire safety through Tenancy Agreements and/or by means of newsletters or the Tenants Handbook. Tenants are advised regularly to allow access for gas and electrical checks (which are opportunities to check smoke, heat and carbon monoxide alarms) and to keep communal areas clear of combustible materials.

13.0 Data Protection

The Association recognises that confidentiality is important to tenants and others and will treat tenancy and personal information in the strictest confidence under General Data Protection Regulation (GDPR).

14.0 Review

The Management Committee will review its methodology for managing fire safety every three years or sooner if required by statutory or regulatory requirements.