



## Fire Safety Management Policy and Procedure

<b>Linthouse Housing Association</b>	
<b>Policy Implementation Checklist:</b>	
Policy Guardian:	Director of Property Services
Policy Author:	Technical Services Manager and Health and Safety Administrator
Policy Title:	Fire Safety Management Policy
Approved by Chief Executive on:	
Approved by LHA Management Committee on:	28 <sup>th</sup> March 2023
Effective from:	29 <sup>th</sup> March 2023
Due for Review on:	March 2026
Policy Linkages:	Health and Safety Manual Smoke Free Policy
Training Completed on:	
Posted on Website on:	
Staff Sign off as Read and Training Completed:	

## Table of Contents

Section 1: Introduction.....	1
1.1 Fire Safety.....	1
1.2 Scope.....	1
1.3 Equality and Diversity.....	2
1.4 Our Mission.....	2
1.5 Our Vision and Values.....	2
1.6 Our Organisational Culture.....	2
Section 2: The Legal Framework.....	3
2.1 Health and Safety at Work Etc. Act 1974: General Duty on Employers.....	3
2.2 Management of Health and Safety at Work Regulations 1999: Risk Assessments.....	3
2.3 Fire (Scotland) Act 2005 and Fire Safety (Regulations) 2006.....	3
2.4 Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019.....	4
Section 3: Organisation Roles and Responsibilities.....	5
3.1 Competencies.....	5
3.2 Health and Safety Administrator.....	5
3.3 Identification of the Need for a Fire Risk Assessment and/or Safety Inspection.....	5
3.4 Satisfactory Provision for Detecting and Warning of Fires for Landlords.....	6
3.5 Technical Services Manager and/or Health and Safety Administrator in Charge of Premises.....	6
3.6 Fire Wardens.....	8
3.7 Duties of Staff.....	8
3.8 Visitors/Contractors to Office Premises.....	9
3.9 Persons with Disabilities.....	9
3.10 Consultation and Communication.....	9
Section 4: Emergency Incident Planning.....	10
4.1 Fire Safety.....	10
4.2 Fire Risk Assessments.....	10
4.3 Emergency Fire Action Plan.....	11
4.4 Smoking.....	11
4.5 Wilful Fire Raising.....	11
4.6 Electrical Safety.....	12
Section 5: Overarching Objectives and Implementation.....	12
5.1 Overarching Objectives.....	12

---

5.2	Implementation.....	13
	Section 6: Compliance and Complaints.....	18
6.1	Monitoring of Fire Safety Performance.....	18
	Section 7: Review of Fire Safety Management Policy .....	20
	APPENDIX 1: EQUALITY IMPACT ASSESSMENT.....	21

This document can also be provided in large print, braille, audio or other nonwritten format, and in a variety of languages

---

# Section 1: Introduction

## 1.1 Fire Safety

- 1.1.1 In achieving our mission, Linthouse Housing Association ('LHA') accepts its legal duties as set out in the Fire (Scotland) Act (2005), Fire Safety (Scotland) Regulations (2006) and subsequent legislation, and also its moral and ethical obligations to tenants, employees and all other persons who may be affected by operational practices and procedures. The main objective of this Policy is to ensure the promotion of fire safety.
- 1.1.2 In doing so, we will attempt to minimise the likelihood and consequences of accidental fire and/or explosion which is not caused by any deliberate acts. The following procedures lay down the arrangements by which LHA will fulfil this Policy.
- 1.1.3 **Note:** In this Policy, Linthouse Housing Association is referred to as "LHA," "we," "us" or "our." The Fire (Scotland) Act 2005 is referred to as the "the 2005 Act" and the Fire (Scotland) Regulations 2006 is referred to as the "the 2006 Regulations." The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019 is referred to as "the 2019 Order."

## 1.2 Scope

- 1.2.1 This Policy applies to both domestic premises, for which the Association is a duty holder and has a responsibility to its tenants in terms of tenant safety, and also in relation to the Association's office premises and other commercial premises for which the Association has a duty.
- 1.2.2 This Policy applies to the Association's staff and Management Committee members, given that the Policy outlines their responsibilities with regards to fire safety.
- 1.2.3 The Health and Safety Administrator is responsible for fire safety within the office premises.
- 1.2.4 The Technical Services Manager is responsible for fire safety within the Association's domestic premises and commercial premises. Section 6.1.1 outlines the relevant premises that require specific Fire Risk Assessments and other associated testing etc.

## 1.3 Equality and Diversity

1.3.1 Equality and diversity reflect the core values of LHA and we strive to ensure that they are embedded throughout all of our services, policies and decision making. We are committed to promoting an inclusive and diverse culture that treats every individual with dignity, respect and fairness. We will actively challenge discrimination and empower people to succeed.

1.3.2 If you require further information, please refer to our Equality and Diversity Policy.

## 1.4 Our Mission

1.4.1 The Fire Safety Management Policy forms part of our mission to:

“Deliver high quality and cost-effective housing services designed to meet the needs of existing and future customers. To work in partnership with others to create thriving communities that people want to live and work in.”

## 1.5 Our Vision and Values

1.5.1 Our vision is the creation and sustainment of lasting, unique, vibrant homes in stable, popular and ambitious urban communities. Our vision is underpinned by four core values which we apply to all areas of our business. These are to be:

- i. **Customer Driven**
- ii. **Honest**
- iii. **Accountable**
- iv. **Transparent**

## 1.6 Our Organisational Culture

1.6.1 Our **C.H.A.T** values as outlined, form the foundation of our **Listen, Hear, Act (L.H.A)** customer excellence and organisational culture programme. All staff receive training at induction on customer service standards and the organisational culture we promote. This includes reference to our Equality and Diversity Policy and a requirement to treat colleagues, tenants, contractors, service users and any other stakeholders with dignity and respect.

1.6.2 The organisational culture we promote is based on finding solutions to suit customer needs regardless of individual differences.

1. **Listen** - We are committed to listening to those we do business with, be that our customers, staff, stakeholders, regulators or funders, to ensure that our responses are reflective of what people are saying to us.

2. **Hear** - Once we listen and understand the need/demand/offer that is presented, we will ensure that we fully understand what is being said.
3. **Act** - Whilst we will think about what we do, we want to be known for acting swiftly to deliver solutions and for always keeping our promises.

## Section 2: The Legal Framework

### 2.1 Health and Safety at Work Etc. Act 1974: General Duty on Employers

2.1.1 The Health and Safety at Work Etc. Act 1974 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, visitors and members of the wider general public.

### 2.2 Management of Health and Safety at Work Regulations 1999: Risk Assessments

2.2.1 The Management of Health and Safety at Work Regulations 1999 reinforce the Health and Safety at Work Etc. Act 1974 and expand the general duties contained in the latter. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 places a duty on employers to undertake general risk assessments in order to protect persons who may be affected by their work activities.

2.2.2 Employers must undertake an assessment of all risks to health and safety arising from their work activity. The aim of such assessments is to establish an effective system of preventative and protective measures. Regulation 5 also imposes a statutory duty on employers to make arrangements to cover the effective planning, organisation, control, monitoring and review of health and safety.

### 2.3 Fire (Scotland) Act 2005 and Fire Safety (Regulations) 2006

#### 2.3.1 General

The key pieces of legislation in Scotland regarding fire safety are the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. The 2005 Act provides a broad approach to fire safety and is complemented by more detailed provisions contained in the 2006 Regulations.

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.”**

## 2.4 [Housing \(Scotland\) Act 1987 \(Tolerable Standard\) \(Extension of Criteria\) Order 2019](#)

### 2.4.1 [Background](#)

Following the fire at Grenfell Tower in 2017, a Ministerial Working Group on Building and Fire Safety was established to review Scotland’s building and fire safety regulatory frameworks. Fire safety legislation within Scotland was subsequently passed on 1<sup>st</sup> February 2019, through the 2019 Order, in order to extend the standard of protection.

### 2.4.2 [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 **1<sup>st</sup> February 2021**, 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.

The Regulations came into force on 1<sup>st</sup> February 2021. The Technical Services Manager developed a programme to ensure that all properties complied with the necessary standards as outlined at 3.4.1 of this Policy by the due date.

## Section 3: Organisation Roles and Responsibilities

### 3.1 Competencies

- 3.1.1 LHA will ensure that the suitable competent person(s) will manage the Fire Risk Assessments (FRA) process and Fire Safety within the organisation. This will be managed by the Property Services Team. The Technical Services Manager, in conjunction with the Health and Safety Administrator (competent person) manage the fire safety process for the association's office. The Technical Services Manager will manage the fire safety process for its tenanted stock [and](#) common areas in conjunction with the Property Services Team.
- 3.1.2 A fire safety specialist or engineer will be consulted at times where technical, or specialist advice may be required.

### 3.2 Health and Safety Administrator

- 3.2.1 The Health and Safety Administrator with support from the Technical Services Manager will organise and coordinate fire safety in relation to the office premises, which include the Fire Risk Assessment process.
- 3.2.2 To ensure continuous improvement of the risk assessment process, the Health and Safety Administrator will audit the assessment process and the competencies of the assessors by either spot-checking the premises/paperwork or accompanying the assessors during an assessment of the premises/office.

### 3.3 Identification of the Need for a Fire Risk Assessment and/or Safety Inspection

- 3.3.1 The Technical Services Manager will identify where the organisation will carry out FRAs or Fire Safety Inspections (for example, consider relevant premises within the 2005 Act). Consideration will cover fire safety legislation requirements but also our general duty of care to all employees and persons affected by our undertaking as prescribed in the 2005 Act and 2006 Regulations.
- 3.3.2 The Technical Services Manager will develop Action Plans following receipt of the FRAs and co-ordinate the remedial repair works where LHA has duty holder responsibilities. Once completed, the Technical Services Manager will sign them off from the FRA action plan.



### 3.4 Satisfactory Provision for Detecting and Warning of Fires for Landlords

3.4.1 As mentioned above, from 1 February 2021, LHA will ensure that all houses within its ownership will have satisfactory provision for detecting fires and for giving warning in the event of fire or suspected fire. In order to comply, we will ensure that there will be at least:

- i. one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes (normally the living room/lounge)
- ii. 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
- iii. one heat alarm in every kitchen
- iv. all alarms will be ceiling mounted and hard wired (where feasible)
- v. 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.

All alarms will be tested annually by the Association's gas safety contractor during the annual gas safety checks and defects reported back to the Association will be actioned by the Property Services Team. Where a property has no gas supply testing of the smoke and heat alarms will be carried out by the Association's Estate Caretakers annually.

### 3.5 Technical Services Manager and/or Health and Safety Administrator in Charge of Premises

3.5.1 The Technical Services Manager has overall management responsibility for fire safety within the relevant, domestic premises. The Health and Safety Administrator has responsibility for fire safety within the office premises. Each will be responsible for ensuring that:

- a) the firelogs are current and up-to-date
- b) regular fire safety checks are carried out and logged into the firelogs, e.g. fire drills emergency lighting checks, equipment checks and weekly alarm checks
- c) an evaluation of staffs' training needs is made, and steps are taken to meet those needs and the needs of this Policy
- d) an evaluation of staffs' evacuation needs is made, and action is taken to meet those needs
- e) means of escape are maintained to ensure they can be safely used at all times
- f) where applicable, ensure that a FRA has been conducted on the premises annually and ensure that it is made readily available for inspection at any time

- g) any issues of concern relating to fire safety is relayed to the Technical Services Manager or the Health and Safety Administrator as appropriate
- h) any communication or documentation from the Scottish Fire and Rescue Service must be forwarded to the Health and Safety Administrator in relation to the offices and Technical Services Manager in relation to the domestic premises and commercial premises where LHA has responsibilities as a duty holder.

#### i) High Rise –

Fire detection equipment will be inspected and serviced quarterly by a competent contractor; Dry risers and lightning conductors will be tested annually. Common area inspections will be carried out daily Monday to Friday. Common area fire doors will be inspected weekly, and defects reported. Bin chute fire inspections will be carried out quarterly. Emergency lighting will be tested visually monthly by caretakers and full discharge testing will be carried out annually by a competent contractor. Laundry equipment will be cleaned daily, firefighting equipment will be serviced annually.

#### J) Tenement properties-

All common closes will be inspected monthly by the Association's staff and any fire risks or defects will be actioned by the Property Services Team. Where a fire risk is identified by other members of the Associations staff or a member of the public then this will be reported to the Property Services Team to action. Bulk items will be removed from the back courts and pavement areas by the Association's Estate Caretakers.

#### K) Elderhouse-

Fire detection equipment will be inspected and serviced quarterly by a competent contractor; Common area inspections will be carried out daily Monday to Friday. Common area fire doors will be inspected weekly, and defects reported. Emergency lighting will be tested visually monthly by caretakers and full discharge testing will be carried out annually by a competent contractor. Laundry equipment will be cleaned daily, firefighting equipment will be serviced annually.

3.5.2 Both the Technical Services Manager and Health and Safety Administrator have overall management responsibility for the items in the relevant premises.

## 3.6 Fire Wardens

3.6.1 It is the responsibility of the Technical Services Manager and Health and Safety Administrator for each relevant location to ensure that appropriate numbers of staff take on fire warden duties. Office locations require at least one fire warden to take charge of emergency situations in the event of alarm activation. Fire Warden Training certificates last for three years. Once lapsed, the relevant staff will be required to attend the full fire warden course again.

3.6.2 Fire Warden functions include;

- i. assist in safe evacuations of the premises
- ii. tackle the fire if it is safe to do so and does not compromise the safety of themselves or others and the fire is in its early growth stage
- iii. make contact with the Fire and Rescue Service upon their arrival
- iv. provide essential information to the Fire and Rescue Service

## 3.7 Duties of Staff

3.7.1 The effectiveness of this Policy depends not only on the taking of physical precautions to prevent the occurrence and spread of fires and to provide the means for dealing with such outbreaks, but the co-operation of every member of staff, without exception, to ensure an understanding of their part in the arrangements. An involvement in fire precautions must, therefore, be regarded as a fundamental duty by all staff and as an essential obligation for all persons with management responsibility.

3.7.2 Employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of all staff and visitors. This includes being involved in fire training and taking part in fire evacuations.

3.7.3 All new employees must complete the organisation's induction course that includes basic fire safety. Employees are encouraged to make suggestions to their Line Manager, where improvements to fire safety can be achieved.

### 3.8 Visitors/Contractors to Office Premises

- 3.8.1 The person on reception or person that the visitor is meeting must be able to account for all visitors in the building in the event of an emergency fire. This can be achieved where visitors are required to sign the visitors' book upon arrival at the office and sign out upon leaving. The visitors' book is kept at the reception area of the office.
- 3.8.2 In the event of a fire, or a fire drill, the Fire Warden(s) will utilise the visitor's book and staff flexi system print out to account for those in the building, at the relevant muster point. If it is not possible to account for persons on the property at any one time, then appropriate clearance procedures of the building must be in place.

### 3.9 Persons with Disabilities

- 3.9.1 Personal Emergency Evacuation Plans will be put in place for the evacuation of people who have disclosed any disabilities which may impact on their ability to exit the office premises unaided. Line Managers are responsible for assigning specific individuals to assist with persons with disabilities during an evacuation.

### 3.10 Consultation and Communication

- 3.10.1 LHA will ensure that any person employed (*directly or indirectly*) is provided with all information related to fire safety and consult with employees on all matters of fire safety policy and arrangements.
- 3.10.2 LHA will keep staff informed of any changes that are made to the fire safety procedures and fire risk assessments. A fire safety briefing will form part of the local induction training for new members of staff.
- 3.10.3 LHA will also ensure all visitors to the office premises are briefed in the evacuation procedures and not left alone unless they are aware of and familiar with, all available escape routes. This Policy may be communicated to all people who may have an interest with LHA fire safety provisions and includes staff, other landlords and housing associations, persons using the premises, residents, tenants, contractors, authorities, stakeholders, guests and visitors.

## Section 4: Emergency Incident Planning

### 4.1 Fire Safety

4.1.1 The Fire Safety Risk Assessments will be expected to establish suitable arrangements for the detection and alarming of the outbreak of fire. Signs and notices will be displayed (*as necessary and checked no less than monthly*) throughout all relevant premises, advising of the fire escape routes. Details of fire evacuation procedures will also be displayed throughout the relevant premises; however, in certain settings, the need to maintain a homely, non-institutionalised environment will be recognised.

4.1.2 While fire safety is covered in induction training, employees should reconfirm on an annual basis that they remain familiar with local fire procedure and arrangements in their place of work. This will be covered as part of annual, staff appraisals.

### 4.2 Fire Risk Assessments

4.2.1 External, competent fire safety specialists will be commissioned to produce FRAs on an annual basis and in accordance with legislation. FRAs will be reviewed in the event of any significant change in the physical layout of a building or a change of its use.

4.2.2 FRAs process will follow the “Public Available Specification” (PAS) 79:2012 framework. The FRA will take into consideration, everyone who may come onto the premises, whether they are employees, tenants, visitors, contractors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs. The Technical Services Manager and/or Health and Safety Administrator may accompany the Fire Risk Assessor during the assessment and have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments (if not accompanied, the specific known hazard information will be provided to the Fire Risk Assessor prior to the FRA taking place).

4.2.3 The aims of the FRA are:

- i. to identify fire hazards and to reduce the risk of those hazards to as low as is reasonably practicable, developing an Action Plan and implementing all necessary recommendations and managing then the residual risk
- ii. to determine what fire safety measures and management systems are necessary to ensure the safety of people in the building should a fire occur

### 4.3 Emergency Fire Action Plan

- 4.3.1 An emergency Fire Action Plan and arrangement to implement the plan must be in place for all relevant premises (see Section 6), including the office where staff ordinarily work.
- 4.3.2 Such plans will set out the actions that all persons should take in the evacuation of persons from the building in the event of a fire. The plans will be available in a format understood by all and will form the basis of any training and instruction provided.
- 4.3.3 **Note:** In general, the safe evacuation of the office premises should not be delegated to the Fire and Rescue Service.
- 4.3.4 This plan will be devised by the Health and Safety Administrator to ensure that:
- a. people on the premises know what to do if there is a fire; and
  - b. appropriate action is taken in the event of a fire and that the premises can be safely evacuated.

### 4.4 Smoking

- 4.4.1 Smoking is not permitted by staff in buildings where staff work, or in common areas, including external areas of domestic premises owned by the Association.
- 4.4.2 These no smoking zones also apply to tenants.
- 4.4.3 Please refer to LHA's Smoke Free Policy for full details.

### 4.5 Wilful Fire Raising

- 4.5.1 To prevent wilful fire-raising in the properties that LHA are directly responsible for, the organisation will, following a risk assessment, put in place measures such as secure boundaries, security lighting, intruder alarms, or controlled access to ensure that only authorised people enter the premises.
- 4.5.2 Combustible materials must not be stacked up against the building or left in stairwells: for example, furniture, bedding, paper, packaging, or wood. Refuse bins should ideally be at least 5 metres from the building (where practical). The Technical Services Manager will oversee members of the Estates Team in this regard to ensure regular inspections of the relevant premises are taking place and that the inspections are properly documented.

## 4.6 Electrical Safety

4.6.1 Electricity continues to be the most significant cause of fires. Much can be done to prevent fires of electrical origin simply by good maintenance and routine inspection of equipment.

Where LHA has direct responsibility, we will:

- i. arrange for testing and inspection of the fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations
- ii. take appropriate precautions to reduce the risk of ignition by electrical equipment or other sources of ignition in any areas where combustible dust, flammable liquids or flammable gases are used or stored
- iii. arrange for members of the Estates Team to inspect the premises monthly, which include visually checking electrical equipment. Electrical extension leads will not be daisy-chained (*linked*) together or overloaded. Spot checks will be coordinated no less than quarterly by the Technical Services Manager
- iv. arrange for any portable heaters (*only to be provided by appointed contractors of LHA*) to be visually inspected before use and sited to avoid any risk of ignition of combustible materials (*radiant bar electric fires are prohibited under any circumstances*).

**Note:** Portable Appliance Testing (*PAT*) is carried out annually by LHA trained staff or a competent contractor per the relevant premises identified under Section 6.1.1.

## Section 5: Overarching Objectives and Implementation

This section outlines our overarching objectives, and how we will implement these.

### 5.1 Overarching Objectives

5.1.1 Our primary aim is to ensure that LHA meets its legal obligations, taking account of all current legislation, and that fire safety for all individuals living and working in properties that are owned or managed by the Association is paramount. In order to achieve this aim, we have the following objectives:

- carry out FRAs annually in all relevant premises (see section 6.1.1)
- maintain an up to date register of all FRAs to ensure that all assessments are recorded along with the dates that they were carried out
- identify and subsequently manage any hazards through appropriate corrective and remedial action and by developing individual action plans arising from each FRA
- identify and remedy any lack of suitable fire management controls

- maintain an up to date register of all Fire Actions, to ensure that the anticipated completion date of the Action is recorded along with the actual date of completion
- identify an appropriate staff training programme to be implemented so that staff are aware of their responsibilities in relation to fire safety
- manage contracts with external contractors in an effective manner and ensure that robust monitoring activities are in place
- respond to any amendments in the legislation and guidance with regards to fire safety to ensure that legislative standards are met
- report regularly to the Management Committee upon receipt of Fire Risk Assessments, associated Action Plans and progress with same

## 5.2 Implementation

### 5.2.1 Procurement and Maintenance of Fire Fighting Equipment, Fire Evacuation and Fire Detection Equipment

The 2006 Regulations set out a duty to ensure that fire detection systems and firefighting equipment are maintained in an efficient state, in efficient working order and good repair.

Where LHA has a responsibility under the relevant legislation, the Technical Services Manager and/or Health and Safety Administrator will appoint a supplier for maintaining fire detection and firefighting equipment. This supplier will annually service the alarm system and firefighting equipment and will be authorised to order replacement extinguishers as necessary, provided that the fault is identified and recorded. Staff must report any defective or missing firefighting appliances to their line manager if noted.

### 5.2.2 Fire Drills

With regard to office premises, fire drills will be conducted twice a year to ensure that all persons are familiar with the fire action plan, to evaluate the effectiveness of the plan and to identify any weaknesses in the evacuation strategy. Fire drills will be coordinated by the Health and Safety Administrator or Fire Warden and will take into account staff holidays so that a good representation of staff will take part in the evacuation drill.

A roll call will be made at the designated assembly point (**Note**; in a live-fire evacuation this information would have already been passed on to the fire and rescue service). A record of



the time/date, duration of the fire drill and those persons who took part will be maintained by the Health and Safety Administrator.

The Fire Evacuation Drill Record recording sheet will be used for recording purposes.

### 5.2.3 Fire Alarm Testing

The fire alarm systems at all relevant premises will be tested each week by activating a manual call point (*break glass unit*), by inserting a dedicated test key into the side or bottom of the call point. For example: point No1 tested one week, point No 2 tested the next week and so on. This procedure will check that the control equipment is capable of receiving a signal and in turn, activating the warning alarms. In the interests of good practice, fire alarm tests will be carried out on the same day and time each week.

During a test, the alarm should not operate for too long (approx. 15 seconds) so that there can be a distinction between a test and an unplanned actuation.

Where fire alarm systems do not have manual call points, the alarm must be tested at the alarm control panel to ensure its operation.

During the alarm test, the bell sounders must be checked for their operation; if a sounder is not operating or the sound is distorted then it requires to be checked by competent contractors.

### 5.3.4 Smoke/Heat Detector Testing Commercial properties.

Manual Test Detectors:

In normal circumstances where it is safe to do so, ensure that communal smoke/heat detector systems are working via test points on a weekly basis. A log of the test is to be kept in the relevant firelogs.

Automatic Alarm System Detectors:

These tests will be carried out by a competent contractor using specialist equipment normally six-monthly and a record of the test kept in the office firelog.

Smoke, heat and CO detectors will be checked, no less than annually, in the domestic premises owned by the Association at the same time as the annual gas service is taking place.

### 5.3.5 Emergency Light Testing (Illumination Test Only)

Emergency lighting will be tested monthly to check that it will illuminate in the event of a power failure. The test will be conducted by cutting off the power supply to the emergency light. These tests will be overseen by the Technical Services Manager and duly recorded in the firelogs, including the date of the test and by whom. Any defects noted will be repaired as appropriate and as soon as possible.

### 5.3.6 Emergency Light Testing (Drop-Down Testing)

Emergency lighting battery drop-down checks will be tested annually as part of the planned preventative maintenance regime. This will be tested by competent contractors to check the illumination of the lighting and to test the sustainability of the internal batteries.

### 5.3.7 Fire Fighting Equipment

Monthly visual inspections of firefighting equipment will be carried out to ensure that they are located in their proper position, have not been discharged or lost pressure (*those fitted with pressure indicator*) or suffered any visible damage.

An annual inspection of all firefighting equipment will be conducted by a competent contractor and the current inspection record held in the firelogs.

### 5.3.8 Fire Blankets

Fire blankets will be visually inspected monthly to ensure they are positioned appropriately, secured on the wall and have not been tampered with.

### 5.3.9 Final Exit Fire Doors

A member of the Estates Team, overseen by the Technical Services Manager, will carry out a weekly visual inspection (within relevant premises) and manually open the final exit door/s to ensure that they are fully functioning. Fire escape routes and fire doors are to be kept clear at all times. Such inspections will be duly recorded in the firelogs.

### 5.3.10 Fire Doors

The Technical Services Manager will ensure that all internal fire doors (within relevant premises) are fully operational; fire doors with self-closing devices must fully close unaided on their closing device. Smoke seals and intumescent strips must be in good condition and not damaged or painted over. Door hinges must not be worn or damaged.

#### 5.3.11 Fire Action Notices

All fire action notices must be displayed and completed with the relevant fire safety information.

#### 5.3.12 Accidental Activation

Anyone who has accidentally activated the fire alarm in office premises, either from a call point or by undertaking an activity which has resulted in an automatic detection device (*for example, a smoke detector*) being activated, must inform the Health and Safety Administrator immediately.

#### 5.3.13 Reporting of Fire Incidents

All fires no matter how small, even if extinguished, must be reported to the Health and Safety Administrator and/or Technical Services Manager for investigation and action. Details of all false alarm calls to which the fire service is called must also be recorded into the firelogs.

In the event of a serious fire involving property or life, the CEO, Health and Safety Administrator and Technical Services Manager must be notified immediately.

#### 5.3.14 Malicious Activation

Malicious activation of the fire alarm is defined as deliberately activating or causing another person to activate the fire alarm without suspecting a fire or other emergency. If a fire alarm is maliciously activated and the Fire and Rescue Service attend, there may be a charge for their services.

Any staff member who maliciously activates an alarm will be dealt with under the organisation's Disciplinary Policy.

If required, staff are to remind tenants that maliciously activating a fire alarm would be in breach of their tenancy agreement.

### 5.3.15 Documentation Management and Records

Firelogs are provided for all relevant premises. Additional pages for the firelogs are available to print. The following records will be kept readily available at the relevant premises (see Table 6.1.1), in good order, up to date and available for scrutiny at any time;

- i. Current up to date fire safety policy
- ii. Fire evacuation procedures
- iii. Copy of the current fire risk assessments
- iv. Records of all fire training
- v. A record of all fire drills (*at least two per year*) listing the attendees, evacuation times and any comments
- vi. Records of weekly tests of fire alarm system/smoke detectors and final fire exit checks
- vii. Record of annual inspection and testing of all firefighting equipment
- viii. Records of monthly and annual tests of emergency lighting
- ix. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- x. Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- xi. Records of any false alarms or unplanned alarm activations and any action taken
- xii. Records of monthly sprinkler valve checks where applicable
- xiii. A plan of the building detailing the fire zones and information such as gas and sprinkler shut-off valves where applicable

No other information will be held in the firelogs.

### 5.3.16 Electrical/Gas Appliances

In premises owned by LHA, we will ensure that an appropriately approved contractor will carry out in-service testing and maintenance of electrical and gas equipment to comply with all relevant Regulations.

Copies of current inspections or maintenance paperwork for electrical or gas appliances will be maintained by the Asset Management Team in accordance with recommended practice.

### 5.3.17 Hazardous Substances

Hazardous substances stored, handled, transported, used and disposed of within any LHA premises are subject to assessment under the Control of Substances Hazardous to Health Regulations.

Employees will be provided with all necessary information, instruction and training to protect them from the risks associated with the hazardous substances in use. In particular, employees will be expected to follow safe working procedures and safe systems of work, including the correct use of any personal protective equipment, clothing and infection control procedures.

## Section 6: Compliance and Complaints

### 6.1 Monitoring of Fire Safety Performance

6.1.1 The following performance measures will be used to monitor the implementation of this Policy and will be reported to the Management Committee on a quarterly basis (along with progress of any actions identified within the Fire Risk Assessments):

Measure	Nr of Premises Included & Target	Relevant Premises	FRA/Testing Frequency	Frequency of reporting to Management Committee
Nr of Buildings Requiring an Annual Fire Risk Assessment (FRA)	5	2 x Multi Blocks 1 x Elder House 1 x LHA Office 1 x HMO Property (carried out by service provider) LHA carry out test for HMO licence renewal	Annual	Quarterly Report
Nr of Buildings with a Valid Annual FRA	Target 100%	At Properties Listed Above.	Annual	Quarterly Report
Nr of Buildings Requiring an Emergency Fire Action Plan	5	2 x Multi Blocks 1 x Elder House 1 x LHA Office 1 x HMO Property (carried out by service provider) LHA carry out test for HMO licence renewal	Annual	Quarterly Report
Nr of Buildings with a Valid Emergency Fire Action Plan	Target 100%	At Properties Listed Above.	Annual	Quarterly Report

Nr of Communal Fire Alarm/Detection Equipment to be Tested	5	2 x Multi Blocks 1 x Elder House 1 x LHA Office 1 x HMO Property	Weekly (in-house) Quarterly Contractor Maintenance	Quarterly Report
Nr of Communal Fire Alarm/Detection Equipment Tested on Time	Target 100%	At Properties Listed Above	Weekly & Quarterly Contractor Maintenance	Quarterly Report
Nr of Emergency Lighting Systems to be Tested & Fire Equipment & Signage Inspections	6	2 x Multi Blocks 1 x Elder House 1 x Elder Cottages 1 x LHA Office <b>1 x HMO Property (carried out by service provder)</b>	Monthly	Quarterly Report
Nr of Emergency Lighting Systems Tested & Fire Equipment & Signage Inspections completed on Schedule	Target 100%	At Properties Listed Above	Monthly	Quarterly Report
Nr of Dry Risers to be Tested	2	2 x Multi Blocks	Annual	Quarterly Report
Nr of Dry Risers Tested on Schedule	Target 100%	At Properties Listed Above	Annual	Quarterly Report
Nr of Buildings to be checked by Fire Watch Commander.	2	2 x Multi Blocks	Quarterly	Quarterly Report
Nr of Buildings to be checked by Fire Watch Commander.	Target 100%	At Properties Listed Above	Quarterly	Quarterly Report
Nr of Outstanding Notices of Deficiency or Enforcement Notices received from Scottish Fire and Rescue Service.	Target 0%	All Properties	N/A	Quarterly Report
Properties with a full LD2 System in Place by Feb 2021 requiring tests	Target 100%	All Domestic Properties	<a href="#">Annually (via Gas Servicing and inhouse team for electric properties)</a>	Quarterly Report
Nr of Buildings requiring Fire Door/Exit Checks	6	2 x Multi Blocks 1 x Elder House 1 x Elder Cottages	Weekly	Quarterly Report

		1 x LHA Office 1 x HMO Property		
Nr of Buildings requiring Fire Door/Exit Checks completed on Schedule	Target 100%	At Properties Listed Above	Weekly	Quarterly Report
Nr of Buildings Requiring PAT Testing of Equipment	6	2 x Multi Blocks 1 x Elder House 1 x Elder Cottages 1 x LHA Office 1 x HMO Property	Annually	Quarterly Report
Nr of Buildings Requiring PAT Testing of Equipment Completed on Schedule	Target 100%	At Properties Listed Above	Annually	Quarterly Report
Nr of Buildings Requiring a fire drill	1	1 x LHA Office	6-Monthly	Quarterly Report
Nr of Common Blocks Checked for Basic Fire Safety	All	As per Block List	Monthly	Quarterly Report
Nr of Common Blocks Checked for Basic Fire Safety Completed on Time	Target 100%	As per Block List	Monthly	Quarterly Report

6.1.2 All Staff will be regularly reminded that they have a duty to report immediately to either the Technical Services Manager and/or Health and Safety Coordinator, any defect or safety concern of which they become aware.

6.1.3 The implementation of this Policy will be reviewed:

1. Quarterly by the Association's Management Committee, as a result of reports prepared by the Asset Management Team, including updates on the FRAs, Action Plans and reports produced by the Scottish Fire and Rescue Services.
2. Annually by the Technical Services Manager and the Health and Safety Administrator

## Section 7: Review of Fire Safety Management Policy

7.1 This policy will be reviewed every 3 years (or sooner to comply with any new legislation) to ensure that the appropriate amendments are made. All staff and relevant third parties will be informed of any changes. Continuously subjecting our Policy to review will ensure that its effectiveness is maintained, and that feedback can be acted upon in a reasonable time frame.

## APPENDIX 1: EQUALITY IMPACT ASSESSMENT

<b>TITLE OF POLICY:</b>	<b>Fire Safety Management Policy</b>
Strategic Outcome:	To mitigate fire hazards and be a responsible landlord and employer in terms of fire safety.
What is the purpose of the proposed Policy?	The purpose of the Fire Safety Management Policy is to implement effective fire safety systems and procedures, to ensure the fire safety of those living and working in the Association's premises.
Protected Characteristic Groups affected by the Policy	Disability/Age – potentially issues arising regarding fire safety in relation to multi-storey flats/Elder House and CIC units at Eldergrove.
Who is the target audience of this policy or who is intended to benefit from the proposed policy and how? (i.e.	Safety of all LHA tenants. Safety of LHA staff and contractors.



employees, service users, management committee etc.)	
List any existing documents, evidence, research which have been used to inform the Policy	Existing Fire Risk Assessments and associated Action Plan, relevant pieces of Legislation
Has any consultation or involvement been undertaken with the Protected Characteristic Groups to inform this assessment? (Please provide details of who and how consulted).	Yes. Correspondence to tenants affected prior to, and following installation of new fire detection works.
What is the actual likely impact?	Policy will enhance staff awareness of all necessary factors requiring to be implemented and maintained to ensure continuous fire safety of our tenants and employees.
How have you, or will you, put the Policy into practice, and who is or will be responsible for delivering it?	The CEO has overall responsibility for the implementation of this Policy. As with other policies, was approved by the Management Committee, the policy will be distributed to all staff and discussed at team meetings.
How does the Policy fit into our wider or related policy initiatives?	The Policy supports our mission to deliver high quality and cost-effective housing services designed to meet the needs of existing and future customers, whilst the safety of our tenants are staff are paramount.
Do you have a set budget for this work?	Yes. In relation to areas to be actioned by the Technical Services Manager, these action points are included within the annual budget prepared by the Asset Management team. Costs to be expended by the Health and Safety Administrator are covered within the annual budget prepared by the Business Support team.