



Fire Safety Policy

V.1 December 2021

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| Reviewed by | Technical Services | | | |
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| Date Approved | | | | |
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| Consultation Required | Yes | | No | x |
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| Added to Website | Yes | x | No | |

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| SSHC Reference | Standard 4 – Quality of Housing Outcome 5 – Repairs, Maintenance & Improvements |
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Related Documents

- Scottish Secure Tenancy Agreement
- No Access & Forced Entry Arrangements Procedure
- Repairs and Maintenance Policy
- Health and Safety Policy
- Appointment of Contractors

Translation Statement

If you have any difficulty reading this information or need further help understanding our processes, please contact us. We can make this document available in a variety of formats; all you need to do is let us know what you need and we will try to assist.

Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

Data Protection

Fyne Homes recognises the importance of data protection legislation, including the General Data Protection Regulation, in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. We will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.

1. Introduction

- 1.1. Fyne Homes has stated, through its Health & Safety Policy, its commitment to taking all reasonable steps to ensure the health, safety and welfare at work of all its employees and others including service users, visitors, contractors, clients, tenants and members of the public who may be affected by its acts or omissions.
- 1.2. This policy sets out how Fyne Homes Ltd will, as a Registered Social Landlord and employer, ensure that it meets the requirements of current fire safety legislation.

2. Aim

- 2.1. The aim of this policy is to
 - 2.1.1. Ensure Fyne Homes meets all legal and regulatory obligations and ensures best practice is followed in relation to fire safety
 - 2.1.2. Establish clear procedures to keep the general public, tenants, and employees aware of the risks of fire and as far as reasonably practical ensure they are safe from danger
- 2.2. This policy aims to cover the responsibilities of Fyne Homes and its subsidiaries as:
 - 2.2.1. A Registered Social Landlord (to the tenant's homes and shops).
 - 2.2.2. An Employer (duty of care towards employees), and
 - 2.2.3. A Factor

3. Links to vision and strategic priorities

- 3.1. This policy aims to fulfil the needs of the Association's Strategic Priorities, in particular Meeting Housing Need - Invest in our properties through our programme of capital, cyclical and reactive maintenance.

4. Legal framework

- 4.1. The relevant legislation relating to fire safety in Scotland is at present:

- The Fire (Scotland) Act 2005
- The Fire Safety (Scotland) Regulations 2006
- The Health and Safety at Work Act 1974; General Duty on Employers
- The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019
- Management of Health and Safety at Work Regulations 1999: Risk Assessments
- Building (Scotland) Regulations 2004
- Building Standards Domestic Technical Handbook (latest revision)
- Health and Safety (Safety Signs and Signals) Regulations 1996
- BS 5839-6:2013
- Electrical Equipment (Safety) Regulations 1994
- Gas Safety (Installation and Use) Regulations 1998

5. Actions

5.1. To fulfil the aims of this policy in offices and non-domestic premises Fyne Homes will:

5.1.1. Adopt control measures to prevent the build-up of combustible materials and eliminate or reduce heat sources, including:

- Portable fire-fighting equipment
- Fire detection and early warning systems
- Break glass call points
- Emergency lighting
- Sprinkler systems
- Fire doors (smoke doors)
- Fire exit doors

5.1.2. Carry out Fire Risk Assessments on its offices and non-domestic premises to identify the significant risks, including possible ignition sources, combustible material, working practices, suitability of escape routes, people who may be affected and people who require a greater duty of care, for instance, those who are unable to hear a fire alarm.

5.1.3. Implement fire safety precautions identified as being required in Fire Risk Assessments at the earliest opportunity.

5.1.4. Log and file Fire Risk Assessments and review them on a regular basis.

5.1.5. Institute fire evacuation plans for all premises and advise employees and service users of these. Evacuation plans should include:

- Details of the evacuation routes
- Location of fire-fighting equipment
- Location of break glass points
- Fire action plans (what to do in event of discovering a fire or hearing the alarm)
- Location of fire exits and assembly points.

5.1.6. Carry out fire evacuation drills at least twice a year and more often if required to ensure all employees to have been included in a fire drill, e.g., to accommodate shift work.

5.1.7. Maintain a Fire Safety Logbook for offices and non-domestic premises. This should contain details of:

- Fire-fighting equipment locations
- Service and maintenance records
- Evacuation drills records (planned and unplanned)
- Incidents of fire

5.2. To fulfil the aims of this policy in domestic premises, Fyne Homes will:

5.2.1. Comply with current legislation regarding fire and smoke detection systems, including ensuring that:

- one functioning smoke alarm is fitted in the room used for daytime living purposes
- one functioning smoke alarm is fitted in every circulation space on each storey
- one heat alarm is fitted in every kitchen
- a carbon monoxide detector is fitted, when required
- alarms are interlinked

- 5.2.2. Ensure all works in relation to fire safety meet current regulations and legislation and are carried out by reputable and qualified persons
- 5.2.3. Regularly inspect properties and their immediate environment for fire risks
- 5.2.4. Assess risks identified in inspections and implement repairs, renewals and/or other actions as required and in line with tenants' needs and requirements
- 5.2.5. Ensure where flatted dwellings are fitted with fire alarm systems these are serviced annually, or more frequently if required
- 5.2.6. Ensure where flatted dwellings have a dry riser system these are serviced annually, or more frequently if required
- 5.2.7. Communicate fire safety tips and information via its website and written communication
- 5.2.8. Ensure equipment and devices provided for fire safety are subject to a suitable system of maintenance and are in good repair

6. Monitoring and Reporting

- 6.1. The Technical Services Director will be responsible for
 - 6.1.1. Monitoring the implementation and effectiveness of the Fire Safety Policy through regular internal audits or other appropriate consultancy reports
 - 6.1.2. Ensuring that all staff are aware of their responsibilities and the requirements set out in the policy and have appropriate training, as required
 - 6.1.3. Ensuring the maintenance, repair and periodic testing of fire equipment and systems for fire safety is carried out
 - 6.1.4. Ensuring that regular fire safety inspections, including smoke and heat detector inspections, are carried out, and appropriate follow-up measures are implemented promptly
 - 6.1.5. Ensuring compliance with legislation regarding smoke and heat detection systems
 - 6.1.6. Ensuring persons or contractors carrying out Fire Safety Audits are trained and competent to do so and are members of a recognised body included within the IFE Register of Fire Risk Assessors and Auditors
 - 6.1.7. Ensuring that Fire Audits are reviewed at least every 3 years

7. Review process

- 7.1. This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises.
- 7.2. If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

| Version number | Revision Date | Part of doc revised | Reason for revision | Approved by |
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