



COPPERWORKS
Housing Association

FIRE SAFETY POLICY

Fire Safety in Housing Stock and Common Areas

ALL OF THE ASSOCIATION'S POLICIES AND PROCEDURES ARE AVAILABLE, LARGER PRINT, BRAILLE,
AUDIO OR OTHER LANGUAGES -

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A VERSION IN A DIFFERENT FORMAT

Date Approved:

Next Review Date:

1. Purpose

- 1.1 The aim of this policy is to provide a robust fire safety framework which can be implemented to secure the safety and wellbeing of tenants, visitors and firefighters.
- 1.2 The procedures detailed within this section are intended to facilitate the effective management of fire safety, ensuring that all reasonable steps are taken to comply with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and all other relevant legislation.

2. Definitions

Common Area – “A common area is a portion of a property that is shared and used by multiple residents. This would include areas such as the lobby, stairway and hallway.”

Compartmentation – “subdivision of a building by fire-resisting walls and/or floors for the purpose of limiting fire spread within the building.”

Competent Person – “person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly.”

Dwelling – “a house, flat, or other place of residence.”

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.”

3. References (see also Section 8.6 – Guidance)

- BS 5839-6:2013
- Building (Scotland) Regulations 2004
- Domestic Technical Handbook (as revised)
- Electrical Equipment (Safety) Regulations 1994
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety at Work etc. Act 1974

4. Fire and Smoke alarms

- 4.1 The Association will provide:

- one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes;
- one functioning smoke alarm in every circulation space, such as hallways and landings; and
- one heat alarm in every kitchen.

4.2 All alarms will be interlinked.

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

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

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

4.6 The Association will carry out an annual check of all smoke alarms and detectors installed within the properties.

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

5. Carbon Monoxide Alarms

5.1 The Association will install Carbon monoxide alarms as required under legislation and will carry out an annual service/check of these in line with our current Gas Safety Regulations and our contract procedures.

6. Fire Doors and Compartmentation

6.1 The Association will ensure that it complies with its legal obligations in relation to the provision of fire doors.

7. Emergency Exit Doors

7.1 The Association will ensure all doors which are to be used in an emergency can be opened from the inside without unreasonable delay.

8. Maintenance and Repairs

8.1 The Association will ensure premises, equipment and devices provided for fire safety are subject to a suitable system of maintenance, are maintained in an efficient state, in efficient working order and in good repair.

8.2 All repairs will be carried out within the timescale set in the Association's repair policy by a competent person.

9. Access and Facilities for the Fire Service

9.1 The Association will ensure:

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

10. Fire Risk Assessment

10.1 The legal requirements relating to Fire Risk Assessing are complex and are often taken to exclude domestic premises. However, the Association has a legal duty to risk assess all areas defined as 'workplaces', which will include plant rooms and other non-tenant-accessible areas. Furthermore, the fire regulations require common areas to be maintained in a certain condition suitable for the fire authority, which can often only be ensured by carrying out a risk assessment. 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 considered in developing the risk assessment strategy:

- 'Workplaces' such as plant rooms come within the scope of the regulations so far as fire risk assessing is required
- Common areas of domestic premises require to be maintained in a certain condition and may benefit from a 'representative' risk assessing programme.

11. Tenant Responsibilities

11.1 The Association will include fire safety advice within tenancy agreements and will publicise fire safety information via our website and newsletters to advise tenants to:

- test smoke alarms on a weekly basis;
- ensure all communal areas are not obstructed; and
- ensure fire doors are not propped open or otherwise disabled.

18.2 Within commercial premises not managed by the Association, the responsibility for the completion of the fire risk assessment will fall upon the tenant. A copy of the completed fire risk assessment will be held by both the tenant and the Association.

12. Review Period

12.1 This policy will be reviewed every 3 years or sooner if required to ensure that the Association complies with up-to-date legislation and guidance.

13. Equality & Diversity

13.1 This policy has been developed in recognition that we have a pro-active role to play in valuing and promoting diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures

