

## FIRE SAFETY POLICY

**Status: APPROVED**

<b>Policy Lead:</b>	Joanna Voisey – Director of Asset & Sustainability
<b>Owned By:</b>	Joanna Voisey – Director of Asset & Sustainability
<b>Date Approved:</b>	November 2024
<b>Approved By:</b>	BHA Board
<b>Review Date:</b>	November 2027
<b>Regulatory / Legislative Considerations/ References:</b>	<ul style="list-style-type: none"> <li>• Health and Safety at Work (etc) Act 1974</li> <li>• (HASAWA)</li> <li>• Fire Safety (Scotland) Act 2005</li> <li>• Fire Safety (Scotland) Regulations 2006</li> <li>• The Tolerable Standard (under the Housing (Scotland) Act 2006)</li> <li>• Building (Scotland) Regulations 2004</li> <li>• The Building (Scotland) Amendment Regulations 2022</li> <li>• Scottish Building Standards Technical Handbook for Non-Domestic Buildings</li> <li>• The Civic Government (Scotland) Act 1982</li> <li>• Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019</li> <li>• Furniture and Furnishings (Fire Safety) Regulations 1988</li> </ul>

	<ul style="list-style-type: none"> <li>• Practical Fire Safety for Existing Specialised Housing and Similar Premises: guidance. January 2020. ISBN: 978-1-83960-510-9 (Scottish Government) <a href="https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/">https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/</a></li> <li>• Fire safety – An Employers Guide ISBN 011 341 2290</li> <li>• Scottish Executive, Fire Safety Guidance Booklet: Are You Aware of Your Responsibilities, August 2006, ISBN 0 7559 4965 X</li> </ul>
<b>Other Documents to be read in conjunction with this policy:</b>	<ul style="list-style-type: none"> <li>• Fire Safety Procedure</li> </ul>

<b>Policy Title:</b>	<b>Fire Safety Policy</b>
<b>Purpose / Aim of policy:</b>	To set out our approach to ensuring compliance with regulatory requirements and good practice around Fire safety.
<b>Scope of Policy:</b>	All properties owned or managed by BHA where fire precautions are required.
<b>Definitions</b>	None required.
<b>Specific detail related to each strand in the scope :</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Scope</li> <li>• Objectives</li> </ul>
<b>Approval Source:</b>	BHA Board
<b>Equality Impact Assessment:</b>	None required.
<b>Sustainability Assessment:</b>	There are no major sustainability implications linked to the contents of this policy.
<b>Partnership Assessment:</b>	There are no partnership implications linked to the contents of this policy.
<b>Risk Implications:</b>	<ul style="list-style-type: none"> <li>• The health and safety of our customers or other users of our buildings from exposure to fire and smoke</li> <li>• Loss of life</li> <li>• Loss of property</li> <li>• Reputational damage</li> <li>• Prosecution if not compliant with the law and harm is caused</li> </ul>

## 1. Introduction

- 1.1 Berwickshire Housing Association (BHA) is committed to taking all reasonable steps to ensure it manages the safety of our customers, colleagues, contractors, and members of the public, in accordance with all relevant legislation pertaining to Fire safety within buildings owned or managed by BHA.
- 1.2 We will take all reasonable steps to ensure that we suitably and sufficiently assess fire safety risks to ensure customers, colleagues, contractors, and members of the public are not put at risk from the effects of any hazards associated with fire safety within our buildings.
- 1.3 In making this commitment the Association will take appropriate action to risk assess all of our buildings to identify which buildings require a fire safety risk assessment (FSRA). As an employer and landlord who has control of the premises, as defined in Scottish fire legislation, we must make a suitable and sufficient assessment of the risks and regularly review this for all relevant premises. This will identify what BHA need to do to prevent fire, keep people safe and what to do in the event of a fire taking place.

## 2. Scope of the Policy

- 2.1 This policy describes the activities and responsibilities involved to ensure that we comply with legislation, regulations, ACOP's and good practice set out in the following:
  - Health and Safety at Work (etc) Act 1974 (HASAWA)
  - Fire Safety (Scotland) Act 2005
  - Fire Safety (Scotland) Regulations 2006
  - The Tolerable Standard (under the Housing (Scotland) Act 2006)
  - Building (Scotland) Regulations 2004
  - The Building (Scotland) Amendment Regulations 2022
  - Scottish Building Standards Technical Handbook for Non-Domestic Buildings
  - The Civic Government (Scotland) Act 1982
  - Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019
  - 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) <https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/>
  - 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

2.2 This policy applies to all non-domestic properties which are owned, leased, or managed by BHA or any of its subsidiaries where the building is deemed to be “relevant” in terms of requiring a formal fire safety risk assessment. This policy also applies to general fire safety precautions BHA will take across domestic premises and general awareness for customers, staff, contractors, and members of the public. This policy does not apply to any buildings which are not wholly owned by BHA, unless they are assets within a factored communal area, and these will be defined on a site-by-site basis.

2.3 BHA are deemed a duty holder by Scottish fire legislation and have a legal duty as an employer and as a landlord in control of non-domestic premises in relation to fire safety. The legislation requires the provision of fire safety measures; including risk reduction measures, means of fire warning, firefighting, escape, staff training and instruction, as well as emergency procedures. It sets out fire safety responsibilities and seeks to ensure the safety of persons from harm caused by fire.

2.4 The list below is a summary of general requirements from Scottish fire legislation.

- Assessing the risk from fire.
- Identifying the fire safety measures necessary as a result of the assessment of risk.
- Implementing these fire safety measures, using risk reduction principles.
- Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures.
- Complying additionally with the specific requirements of the fire safety [regulations](#);
- Keeping the fire safety risk assessment and outcome under review.
- Record keeping.
- Having in place interlinked smoke detection and carbon monoxide (where required) in specific locations of all domestic properties.

### **3. Objectives of the Policy**

3.1 To meet all legal and regulatory obligations and also ensure best practice is followed in relation to Fire safety, the aims and objectives of this policy are to:

- Ensure that we fulfil our legal and regulatory obligations relating to Fire safety by risk assessing non domestic and domestic premises owned or managed by BHA to identify hazards and how they can cause harm and putting in place suitable and sufficient arrangements.
- Keep the general public, customers, and colleagues safe from fire incidents within our properties.
- Educate and inform customers of fire safety risks and general fire safety awareness within their homes and how they should inform us as their landlord if they have any concerns.
- Raise customer and colleagues' awareness of Fire risks associated with the buildings we own and manage including our offices.
- Provide effective procedures which set out how we will risk assess our properties and what management arrangements will be put into place to mitigate these risks and deal with emergency situations. (See supporting fire safety procedure)
- Ensure that all procedures relating to Fire safety support the fair treatment of all customers with respect to their different needs, circumstances, vulnerabilities, and lifestyle (some customers vulnerabilities will need to be considered in terms of their ability to be alerted to a fire and their ability to evacuate).
- Ensure suitable and sufficient training is in place for staff with relevant roles for the management of Fire within BHA.
- Ensure any contractors procured to risk assess, monitor, or remediate Fire risks are suitably experienced and competent.
- Ensure how we will satisfy ourselves that the policy and procedure has been implemented and the controls are demonstrably effective in ensuring BHA comply with its legal obligations.

- ensure how we will measure performance against the policy and procedure.

#### **4. Roles and Responsibilities**

- 4.1 The **Chief Executive Officer** has overall responsibility for the health and safety for BHA employees and customers.
- 4.2 The **Acting Director of Assets and Sustainability** monitors the implementation and effectiveness of the Fire Safety Policy and Procedures on behalf of the Chief Executive and ensures that specific roles within BHA are appointed with responsibilities for managing fire safety in line with legislation this policy and the procedure.
- 4.3 The **Compliance Manager** has day-to-day responsibility for managing the FSRA programme, remedials, and other work streams associated with fire precautions within buildings owned and managed by BHA. They will have sufficient authority, competence, skills, and knowledge about BHA's responsibilities relating to fire safety, to ensure that all operational procedures are carried out in a timely and effective manner and implement the control measures and strategies, i.e.. they are suitably informed, instructed, trained, and assessed. They will ensure that tasks are carried out in a safe, technically competent manner.
- 4.4 The **Asset Data Advisor** will support the Compliance Manager in relation to fire safety related day-to-day tasks.

#### **5. The Fire Safety Procedure**

- 5.1 This policy is supported by the Fire safety procedure. The aim of the procedure is to outline the arrangements of how BHA will assess the risk to customers, visitors, colleagues, and people who work on our behalf by effectively managing fire safety within all properties owned or managed by BHA.
- 5.2 The procedure defines our overall approach in more detail which ensures that we comply with our overall legal and regulatory responsibilities in relation to fire safety.
- 5.3 The procedure explains how we will know if the actions we are undertaking to manage fire safety are achieving the required outcomes and standards.
- 5.4 All those responsible for the management of Fire safety are required to have read and understood both the policy and procedure and will, subject to receiving the necessary training, also confirm their understanding of their responsibilities for fire safety.

## **6. Training and competence**

- 6.1 BHA will assess the training needs of specific roles relating to the management of Fire safety management and the wider business awareness by means of a training needs analysis.
- 6.2 BHA are committed to ensuring the specific roles listed above who have specific fire safety responsibilities, are suitably competent (having the right skills, knowledge, experience, and behaviours) to be able to deliver their duties in relation to fire safety.

## **7. Performance and Assurance**

- 7.1 BHA will ensure there are suitable performance measures in place to measure the performance required to demonstrate compliance with legislation this policy and the procedure.

## **8. Data Integrity**

- 8.1 BHA will ensure accurate and appropriate records are kept in terms of the Fire Safety Risk Assessments, any remedial actions taken and completed, the maintenance and inspections of active fire safety components within BHA buildings and any other relevant records associated with fire safety.

## **9. Monitoring and Review**

- 9.1 This policy will be reviewed and re-approved every 3 years, or sooner if there are any changes in legislation or guidance, after a fire incident to ensure the policy is still suitable and sufficient, or it is deemed no longer suitable and sufficient.