



Fire Safety Policy

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Values, Our Strategic Objectives

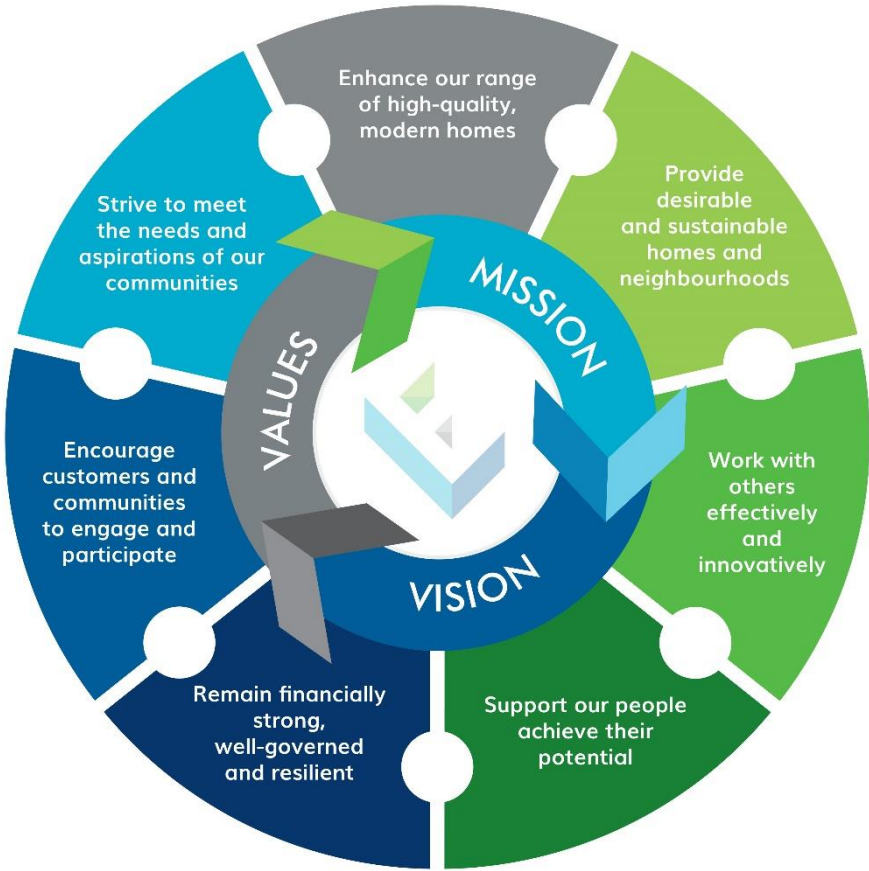
Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

Executive Summary

Policy Author

The Director Of Maintenance Services holds the responsibility for developing this policy. The Policy applies to all staff, Management Committee and the associations' tenants, Shared Owners and owners.

Purpose of the Policy

The purpose of this policy is to provide a clear statement of Elderpark Housing Associations duties and obligations in relation to fire safety in domestic and commercial (residential and non-residential) buildings owned and managed by Elderpark Housing.

The effects of accidental fires or explosions can be devastating in terms of loss of life, injury, trauma for those involved, damage to property and the environment, financial and to the business continuity.

This policy is important in ensuring the health and safety of employees, tenants, residents of Elderpark Housing properties and those who live in the immediate area, work in, or visit their homes and office premises. As a landlord Elderpark Housing has a responsibility to ensure the safety of its tenants.

This policy sets out how Elderpark Housing will fulfil these requirements.

Aims and Objectives of the Policy

The Association aims to ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.

The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to fire safety. It therefore aims 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

Legislative and Regulatory Compliance

SHR Regulatory Standards

Standard 1: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users

Standard 3: The RSL manages its resources to ensure its financial well-being and economic effectiveness

Standard 5: The RSL conducts its affairs with honesty and integrity

Other Legislative and Guidance –

- The Health and Safety at Work Act 1974; General Duty on Employers
- The Management of Health and Safety at Work Regulations 1999
- Fire (Scotland) Act 2005: Fire Safety (Scotland) Regulations 2006.
- The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019
- Scottish Housing Quality Standard (SHQS)
- The Civic Government (Scotland) Act 1982
- Building (Scotland) Regulations 2004
- Domestic Technical Handbook (as revised)
- Health and Safety (Safety Signs and Signals) Regulations 1996
- BS 5839: fire detection & alarm systems for buildings
- BS 5839-1:2017 - Fire detection and alarm systems for buildings - Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.
- Electrical Equipment (Safety) Regulations 1994
- Gas Safety (Installation and Use) Regulations 1998
- Furniture and furnishings Regs 1998
- Reporting of Incidents and Dangerous Occurrences regulations (RIDDOR) 2013
- Construction Design and Management Regs 2015
- BS 7671:2018+A1:2020 - Requirements for Electrical Installations. IET Wiring Regulations
- BS 5839-6:2019+A1:2020 - Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises
- BS 5266-1:2016 - Emergency lighting - Code of practice for the emergency lighting of premises.
- BS 5306-0:2020 - Fire protection installations and equipment on premises - Guide for selection, use and application of fixed firefighting systems and other types of fire equipment
- 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
- BS 9999:2017 - Fire safety in the design, management and use of buildings. Code of practice

Equalities

Elderpark Housing will ensure there is a consistent approach in promoting equality and diversity across all areas and this policy will be administered in accordance with our Equality and Diversity Policy.

Privacy

This policy has been developed and will be applied in compliance with General Data Protection Regulations (2018).

Related Policies

| Policy Title | Location |
|-------------------------------|---|
| Equality and Diversity Policy | M:\Governance\Policy\Updated policies\Governance\G13 Equality and Diversity\G13 Equality and Diversity Policy.pdf |
| Reactive Maintenance Policy | V:\Elderpark Policy Suite\Maintenance Policies\M4 Reactive Maintenance Policy.pdf |
| Planned & Cyclical Policy | V:\Elderpark Policy Suite\Maintenance Policies\M3 Planned and Cyclical Maintenance Policy.pdf |
| ACS Health and Safety Manual | M:\Health and Safety\H&S Manual\HSCM V3 Jan19 - under review KC.docx |
| Electrical Safety Policy | M:\Governance\Policy\Updated policies\Maintenance\Electrical Safety Policy\M13 Electrical Safety Policy.pdf |
| Estate Management Policy | V:\Elderpark Policy Suite\Housing Management Policies\H5 Estate Management Policy.pdf |
| Complaints Handling | M:\Governance\Policy\Updated policies\Governance\G9 Complaints Handling Policy and Procedure\G9 Complaints Handling Policy and Procedure.pdf |

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1 Introduction

- 1.1 Elderpark Housing Association as a responsible social landlord acknowledges its legal and moral obligations in reducing the potential risks from the dangers caused by fire including injury or loss of life. The aim of this policy is to provide a robust fire safety framework which can be implemented to secure the safety and wellbeing of Elderpark tenants, owners, staff, visitors, and firefighters when carrying out firefighting duties.
- 1.2 Elderpark Housing is responsible for ensuring that all our properties meet fire safety standards
- 1.3 This Policy applies to both 'Domestic and commercial (residential and non-residential) buildings owned and managed by Elderpark.
- 1.4 This Policy applies to the Association's staff and Management Committee members, given that the Policy outlines their responsibilities with regards to fire safety.

2 Purpose of Policy

- 2.1 The principles governing the operation of this policy are that the policy and associated procedures should:
 - be clear and understood by all employees
 - be fair, equitable and non-discriminatory
 - reflect statutory requirements and best practice
 - be flexible and adaptable to changing needs

3.0 Aims of the Policy

- 3.1 Elderpark Housing aims to continually improve its standards through the setting of objectives and targets for attaining compliance relating to fire safety. The procedures laid out in this policy 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.
- 3.2 We aim to ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, ensuring, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities

4.0 Legal and Regulatory Framework

- 4.1 Elderpark Housing will comply with all relevant legislation and regulatory requirements in terms of fire safety, including:

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

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 Civic Government (Scotland) Act 1982

Section 93 of this Act requires occupiers to keep common property free of combustible substances and anything which might obstruct egress from and access to the property in the event of fire.

The SFRS has power to enter the common property to determine if the duty is being complied with, and if it is not and there is an immediate risk of fire likely to endanger life, to do anything necessary to remove that risk including seizing and retention of items. The SFRS can issue notices requiring occupiers to remove or render safe items or substances in common property. Any person who fails to comply with a notice from the SFRS is guilty of an offence.

Scottish Housing Quality Standard (SHQS)

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

The Health and Safety at Work Act 1974; General Duty on Employers

This primary legislation 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

The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019

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 1st February 2022, 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 Management of Health and Safety at Work Regulations 1999 - 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.

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.

Other legislation and Approved Codes of Practice relevant to this policy includes:

- Building (Scotland) Regulations 2004
- Domestic Technical Handbook (as revised)
- Health and Safety (Safety Signs and Signals) Regulations 1996
- BS 5839: fire detection & alarm systems for buildings
- BS 5839-1:2017 - Fire detection and alarm systems for buildings - Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.
- Electrical Equipment (Safety) Regulations 1994
- Gas Safety (Installation and Use) Regulations 1998
- Furniture and furnishings Regs 1998
- Reporting of Incidents and Dangerous Occurrences regulations (RIDDOR) 2013
- Construction Design and Management Regs 2015
- BS 7671:2018+A1:2020 - Requirements for Electrical Installations. IET Wiring Regulations
- BS 5839-6:2019+A1:2020 - Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises
- BS 5266-1:2016 - Emergency lighting - Code of practice for the emergency lighting of premises.
- BS 5306-0:2020 - Fire protection installations and equipment on premises - Guide for selection, use and application of fixed firefighting systems and other types of fire equipment
- 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
- BS 9999:2017 - Fire safety in the design, management and use of buildings. Code of practice

5 Objectives of this policy

5.1 The objectives of the policy are to meet all legal and regulatory obligations and ensure best practice is followed in relation to fire safety. It therefore aims 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
- Set out a clear approach to assessing, controlling, and monitoring the risk of fire within Elderpark's properties and office premises
- Communicate with tenants and staff the importance of fire safety including providing guidance and training
- Ensure that all procedures relating to the Fire Safety Policy support the fair treatment of all tenants with respect to their different needs, circumstances, and lifestyle.

5.2 Our objectives in meeting our aims, is to:

- Carry out Fire Risk Assessments (FRA's) annually in all relevant premises (see Appendix 3)
- 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 control
- 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

6.0 Implementation of the Policy

6.2 Elderpark Housing will ensure that it fulfils its legal and regulatory obligations relating to fire safety by complying with the relevant legislation set out at 4.1 above ensuring adoption of the principles of this policy and by:

- Complying with recent changes to legislation regarding fire and smoke detection systems prior to February 2022.

To comply Elderpark Housing 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)
 - There will be at least 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
 - There will be at least One heat alarm in every kitchen.
 - All alarms will be ceiling mounted and either radio linked or hard wired (where applicable) or a hybrid of both
 - All alarms will be interlinked
 - Where there is a carbon fuelled appliance (such as boilers) or a flue, carbon monoxide detectors to be fitted
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- Ensuring that all works in relation to fire safety meet current regulations and legislation and are carried out by reputable and qualified persons
 - Regularly inspecting 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
 - Communicating fire safety tips and information to the public via our website, social media, and written communication
 - Ensuring equipment and devices provided for fire safety are subject to a suitable system of maintenance and are in good repair.

7. Fire Risk Assessments

- 7.1 To ensure that we are compliant with our legislative duties we shall engage with suitably qualified and competent Fire Safety specialists to carry out a fire risk assessment (FRA) in the workplace as set out in the Fire (Scotland) Act 2005.
- 7.2 In ascertaining the competence of Fire Risk Assessors,. A number of bodies including the Institution of Fire Safety Managers (IFSM) who hold a Nationally Accredited Fire Risk Assessors Register (NAFRAR), the Institution of Fire Engineers (IFE) and Warrington fire (individual Fire Risk Assessors Competency Scheme (FRACS) identify those persons and companies who are competent to carry out fire risk assessments.
- 7.3 The FRA process will follow the “Public Available Specification” PAS 79 2: 2020* Fire Risk Assessment, Housing, Code of Practice specification.

** NB ‘the PAS79 2 specification is currently being revised by BSI as a British Standard and has been withdrawn whilst the British Standard is in development. A version of the withdrawn PAS is available on the BSI website. Information relating to vulnerable persons is being considered as part of the development of the new British Standard. It has been redacted from the withdrawn PAS’*

- 7.4 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).

7.5 The aims of the FRA are:

- 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 the residual risk
- To determine what fire safety measures and management systems are necessary to ensure the safety of people in the building should a fire occur.

7.6 At previous new build developments the association had fitted s external wall cladding to the external façade of the building. The cladding fitted at 4 of the stock were categorised as HPL, (High Pressure Laminate). Following recent advice relating to the fire resistance qualities of HPL panels, Elderpark shall instruct an FRA to assess that the cladding poses no risk in terms of its fire resistance performance, and the fire detection equipment located within these properties.

8. Roles, responsibilities and duties

8.1 The Management Committee, in approving this policy, acknowledges that it accepts full responsibility for its implementation. Day-to-day responsibility for the operation of this policy is the responsibility of the Chief Executive with assistance from the Departmental Directors, Managers and operational staff.

8.2 **The Chief Executive with assistance from the Governance and Compliance Manager must:**

- Ensure that the requirements of the policy are communicated to all staff and reinforced on a regular basis.
- Ensure that all staff and Management Committee receive adequate fire safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards fire safety.
- Liaise with local authorities and the Scottish Fire and Rescue Service on matters relating to fire safety including taking any actions resulting from their advice.
- Manage the maintenance, repairs and periodic testing of fire equipment and systems providing for fire safety (such as fire extinguishers, smoke detectors, and alarm systems etc), including recording services and faults.
- Manage the response and completion of fire risk assessment and any relevant actions require in relation to fire safety with the office premises.
- Monitor and report to the Management Committee with any recommendation regarding fire safety
- Ensure staff receive fire safety awareness training on an annual basis.

8.3 The Chief Executive, assisted by The Director of Maintenance Services and Governance and Compliance Manager, must:

- Ensure compliance with legislation regarding smoke and heat detection systems.
- Ensure all persons or contractors carrying out Fire Safety Risk Assessments (FRA's) are trained and competent to do so and are members of a recognised body that provides accreditation that they are competent to carry out Fire Sisk Assessments.
- Ensure that as part of our lettings standard smoke and heat detectors are inspected are part of the electrical check.
- Where flatted dwellings are fitting with fire alarms systems these will maintained by the Association and serviced annually
- Where flatted dwellings have a dry riser system these will be maintained (pressure tested) by the Association and serviced annually.
- Ensure systems and contracts are in place are in place for up-to-date advice to be received on current and proposed fire safety legislation, related regulatory and good practice requirements.
- Ensure that all appropriate staff receive adequate fire safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards fire safety.

8.4 The Chief Executive, assisted by The Director of Housing & Customer Services and Governance and Compliance Manager, must:

- Ensure that regular estate management inspections are carried out and where potential fire risk are identified appropriate actions are taken to mitigate these risks.
- Ensure that the requirements of the policy are communicated to all relevant staff and tenants and reinforce such communication on a regular basis via Elderpark Housing's website, tenant newsletter and social media.
- Ensure that all appropriate staff receive adequate fire safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards fire safety.

8.5 Every employee of Elderpark Housing has a health and safety responsibility and duty with regard to arrangements made for fire prevention and control and other emergency situations. Directors and Managers have responsibilities as well as those of an employee.

8.6 Any breaches of the policy should be reported to the employee's Manager.

9.0 Emergency Fire Action Plan

9.1 An emergency Fire Action Plan and arrangement to implement the plan must be in place for all relevant premises (see Appendix 3), including the office where staff ordinarily work.

9.2 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.

Note: Safe evacuation of the office premises should not be delegated to the Fire and Rescue Service

9.3 This plan will be devised by the Health and Safety Administrator to ensure that:

- People on the premises know what to do if there is a fire; and
- Appropriate action is taken in the event of a fire and that the premises can be safely evacuated.

9.4 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 Governance & Compliance Manager.

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

10.0 Fire Alarm

10.1 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.

10.2 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 Governance & Compliance Manager immediately.

10.3 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.

- 10.4 In addition to the weekly testing, fire alarm systems will be maintained by a competent engineer to ensure the operation of such equipment in an emergency; this will be in accordance with current British Standards and at intervals no longer than six-monthly.

11 Smoke Alarm Testing

- 11.1 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 firelog.

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 (LD2) will be checked, no less than annually, in the domestic premises owned by Elderpark Housing at the same time as the annual gas service is taking place

12 Emergency Light Testing (Illumination Test only)

- 12.1 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 firelog, including the date of the test and by whom. Any defects noted will be repaired as appropriate and as soon as possible.

- 12.2 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 and in accordance with the requirements of current British Standards.

13 Fire Fighting Equipment

- 13.1 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.

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

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

- 13.2 Fire Action Notices must be displayed and completed with the relevant fire safety information.

14 Smoke Dispersal/ Automated Opening Vent Systems

- 14.1 These are systems of automatically opening vents (AOV's) which are designed to dilute the smoke concentration sufficiently with fresh air, with the aim of creating reasonable conditions for persons evacuating along a corridor or down a stairwell.

Elderpark has 18 AOV's located within the common closes of stock constructed since 2007. These systems will be tested annually by competent/specialist contractors as part of the planned preventative maintenance regime.

15 Dry risers

- 15.1 The association has dry risers within their blocks constructed after 2000 for firefighting operations. It is a legal requirement to ensure these provisions are maintained appropriately, so that they remain ready and effective in an event of a fire

Dry risers have a 6 monthly visual check followed by a water test every 12 months.

- 15.2 BS 9990:2015 recommends an inspection of inlets, landing valves, valve enclosures every six months to ensure the system is ready for use. On an annual basis the following tests should also be completed and signage as required should also be checked;

- A static pressure test should be completed, the system should be filled with water to a pressure equal to its operating pressure (normally 12 bar). The pressure should be measured at the inlet for at least 15 mins. During this test a visual inspection should be completed to check for any leaks
- Once the static pressure test has been completed, the non-return valves at the inlet should be checked for correct operation. The system should then be drained down

16 Lifts

- 16.1 Elderpark has 6 lifts 5 located within some of our stock and 1 in the new office at Golspie Street. The lifts should not be used in the event of a fire.

These lifts are not deemed as firefighting lifts.

17 Close Entrance Doors

- 17.1 Elderpark has a significant number of close entry doors to its tenement properties, all front entrance doors, sub landing doors and escape stair doors have a minimum 30 minute rating. These doors will be subject to routine checks and repairs as required.

Elderpark take cognisance of the recent Scottish Government guidance in relation to 60 minute door sets for close entrance, fire exits and sub landing doors and will install 60 minute fire rated doors as part of future planned replacements works.

18. Documentation Management & Records

18.1 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 Appendix 3), in good order, up to date and available for scrutiny at any time;

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

19 Smoking

19.1 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. These no smoking zones also apply to tenants.

20 Wilful Fire raising

20.1 To prevent wilful fire-raising in the relevant properties that Elderpark Housing 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.

20.2 To mitigate the risk of accidental fires, combustible materials must not be stacked up against the building or left in stairwells: for example, furniture, bedding, paper, packaging, or wood.

21 Electrical Safety

21.1 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 Elderpark Housing has direct responsibility, we will:

- 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
- 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
- Carry out Housekeeping surveys on the relevant premises monthly, which will include visually checking electrical equipment, ensuring that Electrical extension leads will not be daisy-chained (linked) together or overloaded.

22 Monitoring the Policy

22.1 The Management Committee will receive regular updates on the implementation of the Fire Safety Policy and any Fire Safety Reviews so that they can have assurance that it is operating effectively.

22.2 Performance and compliance shall be reported by the Governance and Compliance Manager at Monthly Management Committee meetings and shall include tests carried out at the relevant periods for each test.

- Confirmation of tests being carried out for fire alarm
- Intruder alarm,
- Firefighting equipment,
- Smoke and heat detection
- Emergency lighting

22.3 LD2 (Smoke, Heat and CO upgrades) and EICR compliance (Electrical Installation Condition Reporting), shall be reported to both the Management Committee and the Housing & maintenance Services Sub Committees and shall record the following

- Number completed
- Number outstanding
- Steps taken to ensure compliance.

23 Complaints and Appeals

23.1 Elderpark Housing aims to provide a first-class service to all its tenants and other customers. We will therefore strive to keep service complaints to an absolute minimum, but when these are received, will also consider if there are any lessons learned to help improve service.

- 23.2 If you find the delivery of service does not meet the Fire Safety Policy you should initially contact The Maintenance section to discuss these matters. This will then be assessed at stage 1 of The Association's complaints' procedure. Stage 2 of our complaint's procedure will attend to complaints that require further investigation on issues that customers continue to be unhappy with after completion of stage 1. We will investigate stage 1 and stage 2 complaints within 5 and 20 working days respectively.
- 23.3 Not all investigations will be able to be completed within 20 working days. For example, some complaints may be so complex that they require careful consideration and detailed investigation beyond the 20-day limit. However, these would be the exception and we will always try to deliver a final response to a complaint within 20 working days. We will notify customers if we require more than 20 working days to complete our investigations.
- 23.4 Once the investigation stage has been completed, the customer has the right to appeal against the decision. The appeal process is to contact the Scottish Public Services Ombudsman (SPSO) if they remain dissatisfied.
- 23.5 The SPSO considers complaints from people who remain dissatisfied at the conclusion of our complaints procedure. The SPSO looks at issues such as service failures and maladministration (administrative fault), as well as the way we have handled the complaint.
- 23.6 SPSO Details:-
In person: SPSO
4 Melville Street
Edinburgh

24 Review

- 24.1 All records relating to fire safety shall be recorded in various databases and folders holding digital records of Fire Risk Assessment's and other relevant certification. The Databases are located at:
- LD2 compliance – Maintenance LD2 Database
 - EICR Compliance – Maintenance EICR Database
 - Smoke Dispersal Systems – Maintenance Smoke Dispersal Database
 - Dry Risers – Maintenance Dry Risers Database
 - Fire Risk Assessments – Corporate Health & Safety Database
 - Fire Evacuation/Drills - Corporate Health & Safety Database
 - Fire Alarm Servicing/Testing - Corporate Health & Safety Database
 - Smoke Alarm Servicing/Testing - Corporate Health & Safety Database
 - Estate Management Surveys – Housing Management
 - PAT Testing - Corporate Health & Safety Database

24.2 This Policy will be reviewed every 3 years. Consideration will be given to any changes in legislation, good practice or operational changes, which may affect the content of this policy.

Appendix 1 Equality Impact Assessment

| | | | |
|--|--|--|----------------------------------|
| Name of Policy to be assessed | Fire Safety Policy | New policy or revision of existing? | Revision - last Policy June 2020 |
| Person(s) responsible for assessment | | David Adam | |
| 1. Briefly describe the aims, objectives and purpose of the policy. | <p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.</p> <p>The main objective of the policy are to meet all legal and regulatory obligations and ensure best practice is followed in relation to fire safety. It therefore aims 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</p> | | |
| 2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors) | All staff, Committee, tenant's owner occupiers, contractors and the general public who may be at risk if fire safety, detection and management is neglected. | | |
| 3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff) | To ensure that the association is compliant with Fire Safety legislation and Regulatory guidance is managed and that through regular inspections and monitoring our procedures and programmes continue to be compliant and managed thus mitigating the risks to staff, tenants contractors and the general public. | | |
| 4. Which groups could be affected by the policy? (note all that apply) | | | |
| Age | | Disability | |
| Gender reassignment | | Marriage and Civil Partnership | |
| Pregnancy and Maternity | | Race | |
| Religion or Belief | | Sex | |
| Sexual Orientation | | | |
| 5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here. | | | |
| This policy is a general fire safety policy and none of the equality groups listed above are affected by this policy | | | |
| 6. Have those affected by the policy / decision been involved? | | | |
| | | | |
| 7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above. | Positive Impact(s) | | Negative Impact(s) |
| | | | |
| 8. What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts) | | | |
| Signed: | <i>David Adam</i> | | |
| Dated: | 14/2/2022 | | |

Appendix 2 GDPR Impact Assessment

| | | | |
|---|--|--|----------------------------------|
| Name of Policy to be assessed | Fire Safety Policy | New policy or revision of existing? | Revision – Last Policy June 2022 |
| Person(s) responsible for assessment | | David Adam | |
| Briefly describe the aims, objectives and purpose of the policy. | <p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.</p> <p>The main objective of the policy are to meet all legal and regulatory obligations and ensure best practice is followed in relation to fire safety. It therefore aims 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</p> | | |
| Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category) | Only data relating to the addresses of domestic properties receiving smoke, heat and Carbon Monoxide upgrades –LD2- being passed to contractors. | | |
| What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations) | This policy is written in line with our privacy policy and GDPR legislation to ensure compliance with GDPR / FOISA. | | |
| Which groups could be affected by the policy? (note all that apply) | | | |
| Tenants | √ | Committee | √ |
| Employees | √ | Contractors | √ |
| If the policy is not relevant to any of the data groups listed above, state why and end the process here. | | | |
| | | | |
| Have those affected by the policy / decision been involved? | | | |
| Contracts are in place between Elderpark and those involved in implementing this policy. This does not relate to any personal data. | | | |
| Describe the likely positive or negative impact(s) that the policy could have on the groups identified above. | Positive Impact(s) | | Negative Impact(s) |
| | | | |
| What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts) | | | |
| Signed: | <i>David Adam</i> | | |
| Dated: | 14/2/2022 | | |

Appendix 3 Relevant Premises and frequency of tests/reports

| Measure | No. of Premises Included & Target | Relevant Premises | FRA/Testing Frequency | Frequency of reporting to Management Committee |
|--|-----------------------------------|---|---|--|
| No of Buildings Requiring an Annual Fire Risk Assessment (FRA) | 3 | 65 Golspie St Office (new office), 31 Garmouth St Office (old office, Community Centre – 82 Elderpark St. | Annual | Annual |
| No. of Buildings with a Valid Annual FRA | Target 100% | Properties Listed above | Annual | Annual |
| No. of Buildings Requiring an Emergency Fire Action Plan | 3 | 65 Golspie St Office (new office), 31 Garmouth St Office (old office, Community Centre – 82 Elderpark St. | Annual | Annual |
| No. of Buildings with a Valid Emergency Fire Action Plan | 100% target | Properties Listed above | Annual | Annual |
| No. of Communal Fire Alarm/Detection Equipment to be Tested | 3 | 65 Golspie St Office (new office), 31 Garmouth St Office (old office, Community Centre – 82 Elderpark St. | Weekly (in-house) Bi-Annual (Contractor Maintenance) | Quarterly |
| No. of Communal Fire Alarm/Detection Equipment Tested on Time | 100% target | Properties Listed above | Weekly (in-house) Bi-Annual | Quarterly |

| | | | | |
|---|---|---|---------------------------|-----------|
| No. of Emergency Lighting Systems to be Tested & Fire Equipment & Signage Inspections | 5 | 65 Golspie St Office (new office), 31 Garmouth St Office (old office, Community Centre – 82 Elderpark St. | Monthly | Quarterly |
| No. of Emergency Lighting Systems Tested & Fire Equipment & Signage Inspections completed on Schedule | 100% target | Properties Listed above | Monthly | Quarterly |
| No. of Dry Risers to be Tested | 16 | Various addresses throughout stock (list supplied in Appendix 4) | Annual | Annual |
| No. of Dry Risers Tested on Schedule | 100% target | 16 properties see Appendix 4 | Annual | Annual |
| Properties with a full LD2 System in Place by Feb 2021 | 100% target | All domestic housing stock | Annually at Gas servicing | Quarterly |
| No. of Buildings Requiring PAT Testing of Equipment | 3 plus flats with cookers, white goods, etc | 65 Golspie St Office (new office), 31 Garmouth St Office (old office, Community Centre – 82 Elderpark St. 231 Langlands Rd (old maintenance Office) | Annual | Annual |
| No. of Buildings Requiring PAT Testing of Equipment Completed on Schedule | 100% | Properties listed above and at properties with white goods fitted by Elderpark HA. | Annual | Annual |
| No. of Buildings Requiring a fire drill | 1 | 65 Golspie St Office (new office) | 6-monthly | 6 monthly |
| No. of Common Blocks Checked for Basic Fire Safety at Estate management surveys | ALL | All properties with common areas | Quarterly | Quarterly |
| No. of Common Blocks Checked for Basic Fire Safety Completed on Time | 100% | All properties with common areas | Quarterly | Quarterly |

Appendix 4 Properties with Dry Risers

| |
|----------------------|
| 10 Elderpark Street |
| |
| 128 Garmouth Street |
| |
| 30 Elder Street |
| |
| 957 Govan Road |
| 959 Govan Road |
| 961 Govan Road |
| 963 Govan Road |
| 965 Govan Road |
| |
| 1 Skene Road |
| 25 Skene Road |
| |
| 15 Hinshelwood Drive |
| 17 Hinshelwood Drive |
| 19 Hinshelwood Drive |
| 21 Hinshelwood Drive |
| |
| 62 Golspie Street |
| 64 Golspie Street |
| |
| 20 Harmony Row |
| 22 Harmony Row |
| 24 Harmony Row |