



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.

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 losses 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 for fire safety.

Policy Scope

This policy applies to all 'domestic and commercial' (residential and non-residential) buildings owned and managed by Elderpark Housing, this includes our offices and places of work.

This Policy applies to all Elderpark staff, its customers, owners, contractors and the Management Committee members.

This policy applies to all fire safety related work streams across the organisation, including active fire controls, passive fire controls and management controls.

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.

Regulatory and Legislative Compliance

SHR Regulatory Standards

As a Registered Social Landlord (RSL) the Association must also comply with the Scottish Housing Regulator's (SHR) Regulatory Framework, including the seven Standards of Governance and Financial Management and the Scottish Social Housing Charter.

Relevant to this policy from the Framework and Standard of Governance and financial Management are:

Regulatory Standard 1 (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'.*

Regulatory Standard 3 (RS3) – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'.*

Regulatory Standard 5 (RS5) – *'The RSL conducts its affairs with honesty and integrity'.*

Key Applicable Legislation:

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

Further detailed regulations, standards and guidance can be located in the supporting Fire Safety Management plan.

Equalities

An Equalities Impact Assessment has been carried out and attached to this Policy as Appendix 1. No Equality issues have been identified as the Policy relates to general fire safety precautions, testing of fire safety equipment and the work required to be compliant with legislation, this will be applied equally to all properties resulting in no positive or negative impact upon the protected characteristic groups.

Privacy

Record keeping for the purposes of this policy relate to the contract that is in place and undertaking fire equipment checks and fire risk assessments. All data will be held in line with GDPR requirements. This Policy is written to be open and transparent in line with FOISA. A GDPR Impact Assessment has been carried out and attached to this Policy as

Appendix 2.

Related Policies

Policy Title	Location
Equality and Diversity Policy	Equality, Diversity and Inclusion Policy
Reactive Repairs Policy	Reactive Repairs
Planned & Cyclical Policy	Planned and Cyclical Maintenance Policy
ACS Health and Safety Manual	
Electrical Safety Policy	
Estate Management Policy	Estate Management Policy
Complaints Handling	Complaints Handling Policy and Procedure

Contents

1. Introduction	7
2. Purpose of the Policy.....	7
3. Policy Scope.....	7
4. Legal and Regulatory Framework.....	8
Regulatory Framework.....	8
Legal Framework.....	10
5. Aims and Objectives of this policy	11
6. Roles and Responsibilities	11
7. Fire Safety Arrangements.....	13
8. Training and Awareness	14
9. Implementation of the Policy.....	14
11. Complaints and Appeals About the Policy.....	15
12. Review.....	15
Appendix 1 Equality Impact Assessment	16
Appendix 2 GDPR Impact Assessment	17

1. Introduction

- 1.1 Elderpark Housing recognises that fire presents a major risk to the health, safety and wellbeing of our customers living in our homes, colleagues working in our offices and the wider estate, owners, and people who visit our properties, if it is not managed safely. Fire safety incidents can cause injury, loss of life, significant damage to property and also pose significant financial and reputational risks to our organisation.
- 1.2 Elderpark Housing is an employer, and a responsible social landlord, and we acknowledge our legal and moral obligations in reducing the potential risks from the dangers caused by fire, especially injury and loss of life. The aim of this policy and the supporting fire safety management plan is to provide a robust fire safety framework which can be implemented to protect the safety and wellbeing of Elderpark tenants, owners, staff, visitors, and firefighters (when carrying out firefighting duties in Elderpark properties).
- 1.3 Elderpark Housing is responsible for ensuring that all properties owned and managed by us, meet all applicable fire safety legislation and standards.

2. Purpose of the Policy

- 2.1 The purpose of this policy, which is supported in more detail by the fire safety management plan, is to:
 - Recognise and outline the risks to lives and property associated with the management of fire safety
 - Identify all applicable legislation relating to Elderpark Housing in terms of fire safety statutory duties and responsibilities as a social landlord and employer
 - Determine the scope of how the policy will apply to Elderpark Housing and how the legislation applies
 - Outline the roles, responsibilities and management arrangements we will have in place to manage fire safety effectively
 - Outline how we will implement the policy and how we will assure ourselves that we comply with the legislation and the policy and how we will remain compliant
 - Identify specific roles and responsibilities for policy implementation and management of fire safety arrangements
 - Ensure that our arrangements for fire safety are clear and understood by all employees
 - Ensure that we are fair, equitable and non-discriminatory
 - Ensure that we can be flexible and adaptable to changing needs

3. Policy Scope

- 3.1 This policy applies to all 'domestic and commercial' (residential and non-residential) buildings owned and managed by Elderpark Housing in terms of general fire safety precautions, this includes our offices and places of work. Where we are not the

freeholder of any properties, which are within our control, the responsibility for fire management will be clearly defined within the management agreement. Scottish fire legislation applies differently to domestic and non-domestic buildings which is summarised in section 4 of this policy.

- 3.2 This policy applies to all fire safety related work streams associated with protecting life safety and property safety across Elderpark, including precautions we will take, raising the alarm and all passive fire elements (e.g. fire doors and compartmentation) and active fire elements (e.g. fire alarms, emergency lighting, sprinklers) of fire safety.
- 3.3 This Policy applies to all Elderpark staff and the Management Committee members, given that the Policy outlines the main responsibilities for fire safety. This policy also applies to all tenants, owners, contractors and any visitors to our buildings including members of the public.

4. Legal and Regulatory Framework

Regulatory Framework

- 4.1 The Scottish Housing Regulator's (SHR) main role is to monitor, assess, report and intervene (as appropriate) in relation to social landlords' performance of housing activities and RSLs' financial well-being and standards of governance, in relation to tenants, people who are homeless, gypsy/travellers and factored owners.
- 4.2 Section 36 of the Housing 2010 Act requires the SHR to issue a Code of Conduct setting out Standards of Governance and Financial Management for RSLs. The SHR has seven standards in place which Elderpark Housing must adhere to and meet. Below are the seven standards. We have indicated next to each standard whether we deem it is applicable to this fire safety policy:
- 4.3 The relevant standards from the SHR Framework and Standard of Governance and financial Management relevant to this policy are:
 - **Regulatory Standard 1** (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.
 - **Guidance 1.1** - The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.
 - **Guidance 1.2** - The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
 - **Guidance 1.3** - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.

- **Guidance 1.4** - All governing body members accept collective responsibility for their decisions.
 - **Guidance 1.5** - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
 - **Guidance 1.6** - Each governing body member always acts in the best interests of the RSL and its tenants and service users, and does not place any personal or other interest ahead of their primary duty to the RSL.
 - **Guidance 1.7** - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).
- **Regulatory Standard 3 (RS3)** – *‘The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay’.*
 - **Guidance 3.1** - The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
 - **Guidance 3.2** - The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
 - **Guidance 3.3** - The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.
- **Regulatory Standard 5 (RS5)** – *‘The RSL conducts its affairs with honesty and integrity’.*
 - **Guidance 5.1** - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
 - **Guidance 5.2** - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members’ performance, ensures compliance and has a robust system to deal with any breach of the code.
 - **Guidance 5.3** - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

Legal Framework

- 4.3 Elderpark Housing will comply with all relevant legislation and regulatory requirements for fire safety. Set out below is the principal legislation which applies to fire safety management for Elderpark Housing (please refer to the supporting fire safety management plan for all associated detailed standards and guidance):

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

This primary Health and Safety 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, owners, visitors, and members of the wider general public

4.5 **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. Importantly, this act applies to fire safety in non-domestic premises and does not generally apply to individual domestic dwellings or common areas of blocks of domestic dwellings, however the Act applies to some parts of high-rise buildings. The Regulations requires that equipment and devices provided for the use by or protection of firefighters, are maintained in an efficient state, efficient working order and in good repair.

4.6 **The Civic Government (Scotland) Act 1982**

In relation to domestic dwellings, 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.

4.7 **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.

4.8 **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

5. Aims and Objectives of this policy

- 5.1 The aim of this policy is to ensure that we minimise the risk of a fire occurring and spreading so that residents, staff and visitors can enjoy safe access to, and use of, our services and facilities. In addition, we aim to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and other persons who may be affected by our activities in relation to fire safety.
- 5.2 Our objectives are to interpret all applicable legislation and standards to Elderpark Housing as an employer and registered social landlord for fire safety, to enable us to develop suitable and sufficient fire safety arrangements. Our main objective is to implement these fire safety arrangements to minimise the risk of a fire occurring and spreading and ensure we promote a good level of fire safety awareness for all applicable stakeholders to ensure the arrangements are delivered effectively, and what to do in the event that a fire occurs.

6. Roles and Responsibilities

- 6.1 **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.
- 6.2 **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.

6.3 The Chief Executive, assisted by The Director of Maintenance Services and Maintenance Services 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 Risk 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.

6.4 The Chief Executive, assisted by The Director of Housing & Customer Services and Housing 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.

6.5 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.

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

7. Fire Safety Arrangements

7.1 The Fire Safety Management Plan which supports this policy, contains further detailed management arrangements in how Elderpark Housing will comply with all applicable fire safety legislation and this policy. The supporting management plan should be read in conjunction with this policy. Listed below are the key fire safety arrangements Elderpark Housing will have in relation to fire safety:

- We will ensure that we identify all relevant properties owned or managed by Elderpark Housing which require a fire risk assessment (FRA) and ensure these are completed by a demonstrably competent individual to a suitable and sufficient standard. These will be proportionate to the building type/size/complexity and customer tenure.
- We will ensure that FRA re-inspection cycles are completed by a demonstrably competent individual.
- We will ensure all management and remedial actions resulting from the FRA are completed efficiently, and where practicable, within the suggested timescales.
- We will ensure that we apply the resources required to mitigate fire risks within our relevant properties so far as is reasonably practicable for all active fire elements, passive fire elements and management controls.
- We will ensure we comply with our statutory duties as an employer and social housing provider and define the measures we will take to assure ourselves that the policy and management plan have been implemented and they are effective.
- We will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated management plan, inclusive of making these documents available to all relevant staff and ensuring that staff with fire safety roles have read and understood the content and what is expected of their role.
- We will ensure that all relevant staff receive appropriate training, including specialist roles and general awareness for fire safety.
- We will ensure suitable and sufficient resources are in place to effectively manage customer relationships, tenancy agreements, and leases to keep them informed of the fire arrangements for the home/building in which they live and keep them updated with any changes with the fire arrangements.
- We will ensure there are suitable and sufficient emergency procedures in place to deal with emergency situations as a result of issues associated with fire safety.
- We will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord

relating to fire safety across the business and respond promptly to failures in systems and data management.

- We will ensure we work with all regulatory, statutory and enforcing authorities, including the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE) and the Scottish Fire and Rescue Service.

8. Training and Awareness

- 8.1 Elderpark Housing will ensure that all colleagues will receive general fire awareness training as required, in relation to their role, and where they will work (e.g. general fire information regarding the office or if they work in the wider estate).
- 8.2 Elderpark Housing staff who have specific roles relating to fire safety will receive appropriate training to ensure that they are competent to fulfil their duties.

9. Implementation of the Policy

- 9.1 Elderpark Housing will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to fire safety and to assure ourselves that we comply with this Fire Safety Policy, the supporting Management Plan and all applicable legislation. The levels of Governance and Assurance we have in place are:
- The Management Committee
 - The Senior Management Team
 - The Operational Management Team
 - The Finance, Audit and Risk Sub Committee
 - The Housing and Maintenance Sub Committee
 - The externally appointed third party auditor
- 9.2 Further detail of the governance and oversight arrangements we have in place, including how we will gain assurance of policy implementation and compliance, are included within the Fire Safety Management Plan which supports this policy.

10. Monitoring of the Policy

- 10.1 Operational Managers will be responsible for the day-to-day management of all work streams and programmes of work associated with fire safety. They will be responsible for:

- Ensuring operational management information is in place to evidence work is being completed within the required timescales and to the required standards to give assurance they are working to this policy, the supporting management plan and all applicable fire legislation and standards.
- Providing such information to enable the relevant Manager / Director to submit a quarterly performance report to the Senior Management Team and subsequently onward to the Management Committee, including relevant Fire Safety KPIs and assurance information.

10.2 In addition to the operational assurance measures outlined above, fire safety will also be subject to internal and external audits, as required, to provide suitable assurance.

10.3 Further detailed performance and assurance information can be found in the supporting Fire Safety Management Plan.

11. Complaints and Appeals About the Policy

11.1 All complaints regarding this policy or its implementation will be handled under our Complaints Handling Policy and Procedure which can be found on our website or from our offices.

12. Review

12.1 This Policy will be reviewed every 5 years, but will be subject to earlier review if there are any significant 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?	Review
Person(s) responsible for assessment		Kerry Clayton	
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 in relation to fire safety.</p> <p>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.</p>		
2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)	All staff, Committee, tenant's, owner occupiers, contractors, visitors and the general public who may be at risk if fire safety, detection and management is not maintained to the required legislation and standards.		
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 and through regular inspections, monitoring and maintenance, our procedures and programmes continue to be compliant and managed thus mitigating the risks to staff, tenants' contractors and the general public relating the start and spread of fire.		
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>Kerry Clayton</i>		
Dated:	10/10/24		

Appendix 2 GDPR Impact Assessment

Name of Policy to be assessed	Fire Safety Policy	New policy or revision of existing?	Review
Person(s) responsible for assessment		Kerry Clayton	
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 in relation to fire safety.</p> <p>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</p>		
Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)	<p>Only data relating to the addresses of domestic properties receiving smoke, heat and Carbon Monoxide upgrades –LD2- being passed to contractors.</p> <p>Only data relating to people who identify themselves as having difficulty in being able to evacuate themselves in the event of a fire in either the domestic premises where they reside or the workplace (Elderpark offices). We may record these in PEEPS or PCFRA's.</p>		
What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)	This policy is written in line with our Data Protection 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?			
<p>For smoke heat and CO detection, Contracts are in place between Elderpark and those involved in implementing this policy. This does not relate to any personal data.</p> <p>For information used where people have identified themselves as requiring assistance to evacuate the building, we will work with customers to identify what support they would need to evacuate. We would share the location of residents with the fire and rescue service so that they are aware of where these residents are situated in the event of a fire, and for people requiring assistance with evacuation from our offices, we will hold information of their attendance at the office so that if a fire occurs we are aware that they are on our premises and will need assistance.</p>			
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>Kerry Clayton</i>
Dated:	10/10/24