

## Fire Safety Policy

<b>Version Number</b>	01
<b>Revision Date</b>	May 2023
<b>Department</b>	Asset Management
<b>Author</b>	Repairs and Customer Safety Manager
<b>Reason for Policy Creation/Revision</b>	Full Review and Update on Job Roles and Responsibilities
<b>Data Protection</b>	As a result of the policy, data on our customers is shared with 3 <sup>rd</sup> parties out with Hanover. Our Data Sharing Agreement Procedure covers us for this
<b>Equalities</b>	We have considered any equalities impact and consider there to be none
<b>Sustainability</b>	There are no sustainability issues
<b>Proof Read By</b>	Head of Asset Management
<b>Date Approved</b>	17/05/2023
<b>Approved By</b>	SMT/ELT
<b>Next Review Due</b>	May 2026
<b>Audience – Training and Awareness Approach</b>	Policy will be circulated to all relevant staff to ensure awareness of the content
<b>Effective Date</b>	22/05/2023
<b>Internal References – Policies &amp; Procedures (Located on The Hub)</b>	Fire Safety Procedure
<b>External References</b>	See section 3 below

### **1. POLICY PURPOSE**

- 1.1 This policy sets out how Hanover meets all legal and regulatory obligations and to ensure best practice is followed in relation to fire safety.

### **2. POLICY SCOPE, EXPLANATIONS OR REQUIREMENTS**

- 2.1 Hanover is one of Scotland's leading housing associations, providing homes to over 4,600 customers across Scotland. We are also responsible for several properties used to provide a range of support services.
- 2.2 All of our properties need be assessed to determine which properties require a Fire Safety Risk Assessment (FSRA). As the responsible person we must carry out and regularly review a suitable and sufficient FSRA of all relevant premises. This will identify what we need to do to prevent fire and keep people safe.
- 2.3 We are responsible for ensuring that a 'Duty Holder' is appointed to lead the management of fire safety and ensure compliance is achieved and maintained. We are also responsible for commissioning suitably competent persons to undertake FSRA's and implement all necessary actions identified by the FSRA's. The FSRA should:
- Identify the fire hazards.
  - Identify people at risk.
  - Evaluate, remove or reduce the risks.
  - Record findings, prepare an emergency plan and provide training.
  - Be reviewed and updated the regularly.
- 2.4 This policy does not apply to any buildings which are not wholly owned by Hanover, unless they are assets within a factored communal area, and these will be defined on a site-by-site basis.
- 2.5 This policy is supported by detailed procedures and processes which should be read in conjunction with this policy.

### **3. LEGISLATION, REGULATIONS & GUIDANCE**

- 3.1 In terms of fire safety responsibilities, this policy and our Fire Safety Procedure comply with the wide range of legal and guidance requirements which are listed as follows:
- 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 Standards (Scotland) Regulations 2014
  - The Civic Government (Scotland) Act 1982

## FIRE SAFETY POLICY

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- 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

### 4. POLICY OBJECTIVES

- 4.1 The aims of this policy are to keep the general public, customers and employees safe from danger and ensure that we fulfil our legal and regulatory obligations relating to fire safety.
- 4.2 To meet all legal and regulatory obligations and to ensure best practice is followed in relation to fire safety, we will ensure we carry out suitable and sufficient FSRAs to all relevant properties and review and update these to the required frequencies. We will also ensure all FSRAs, and remedial work is carried out by suitably qualified and competent contractors.
- 4.3 Full details of how we will meet these obligations are set out in the overarching Fire Safety Procedure.

### 5. EMPLOYEE RESPONSIBILITY

- 5.1 Day-to-day responsibility for the operation and monitoring of our Fire Safety Policy and Procedures and processes lies with the Repairs and Customer Safety Manager (R & CS Manager). The R & CS Manager is the internal 'responsible person.' In liaison with the Head of Asset Management develops and implements policies, procedures and safe working practices when necessary to enable us to meet our obligations under all relevant legislation and regulations. However, all relevant employees have a responsibility to ensure that the procedures are applied as instructed.

#### 5.2 Individual roles and responsibilities

- 5.2.1 There are a number of roles and responsibilities for managing fire safety as follows:
- 5.2.2 **The Chief Executive** monitors through the Director of Asset Management the implementation and effectiveness of Fire Safety Policy and Procedures
- 5.2.3 **Director of Asset Management** is the appointed "Duty Holder" for fire safety and monitors the implementation and effectiveness of the Fire Safety Policy and Procedures on behalf of the Chief Executive and ensures all risks are advised to the Board.
- 5.2.4 **Head of Asset Management** is responsible for the day-to-day performance of the fire safety function within Hanover.

### 6. EDUCATION & TRAINING

- 6.1 We will ensure that customers are provided with relevant information regarding fire safety within their building or home as required.
- 6.2 We will deliver relevant training to employees as defined in our Learning and Development Teams training needs analysis.

## **FIRE SAFETY POLICY**

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6.3 Further details for education and training for specific roles responsible for fire safety is set out in the overarching Fire Safety Procedure.

### **7. CONTRACTOR PROCUREMENT & MANAGEMENT**

7.1 Contractors will not be engaged unless they have suitable skills, knowledge, experience and behaviours and able to demonstrate competence in fire safety by providing evidence of experience in this type of work, provide relevant references and evidence that no enforcement or legal action has been taken against them with regard to non-compliance.

7.2 Contractors must demonstrate an understanding of relevant regulations within the Health and Safety section of the Invitation to Tender stage of procurement.

7.3 Suitable evidence and assurance will be obtained by the Customer Safety Team to demonstrate work has been completed to the required standard and to confirm compliance with our statutory obligations.

### **8. DATA PROTECTION**

8.1 All data gathered, held and used regarding our customers can be shared with 3<sup>rd</sup> parties working with Hanover, using our Data Sharing Agreement Procedure which covers us for this. This conforms to our Data Protection Policy and Procedure and our Customer Privacy Policy.

### **9. MONITORING, PERFORMANCE MEASUREMENT AND REPORTING**

9.1 Our performance with regard to FSRA completion & review, remedial programme and fire equipment maintenance will be reported as required, through our established Performance Management Framework.

### **10. REVIEW**

10.1 This Policy will be reviewed every 3 years or earlier as required.