

Fire Safety Policy

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Department	Asset Management – Customer Safety
Author	Health, Safety & Wellbeing Manager
Reason for Policy Creation/Revision	Clarification on 'Duty Holder' definition
Data Protection	This policy conforms to Hanover's Data Protection policy and procedure
Equalities	There are no equality issues
Sustainability	There are no sustainability issues
Proofread By	Director of Business Support & Transformation
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Approved By	Director of Business Support & Transformation / Director of Asset Management
Next Review Due	April 2028
Audience – Training and Awareness Approach	Email briefing to managers
Effective Date	14 th April 2025
Internal References – Policies & Procedures (Located on The Hub)	<p>Fire Risk Assessment – Individual Developments</p> <p>Fire Logbooks – Individual Developments</p> <p>Fire Emergency Procedure for Staff on Developments/Services – HCS 42</p> <p>Specific Fire Guidance Documents - Electrical Cupboards, Furniture and Ornaments on Fire Escape Routes</p> <p>Person centred Fire Risk Assessment</p> <p>Residents' Dependency Sheet</p> <p>Fire Safety equipment testing and inspection procedure</p> <p>Guidance on managed use of communal areas</p>

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External References	<p>Health & Safety at Work etc. Act 1974</p> <p>Fire (Scotland) Act 2005</p> <p>Fire Safety (Scotland) Regulations 2006</p> <p>Furniture and Furnishings (Fire Safety) Regulations 1988</p> <p>Practical Fire Safety for Existing Specialised Housing and Similar Premises: guidance. January 2020. ISBN: 978-1-83960-510-9 (Scottish Government)</p> <p>https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/</p> <p>Fire safety – An Employers Guide ISBN 011 341 2290</p> <p>Scottish Executive, Fire Safety Guidance Booklet: Are You Aware of Your Responsibilities, August 2006, ISBN 0 7559 4965 X</p>
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1. Policy Purpose

- 1.1 The aim of this policy is to ensure the fire safety of our employees, customers and others who may also be impacted by a fire incident.
- 1.2 To ensure safety by providing an effective system of management control in the identification of risk and implementation of safety control measures for the reduction of risk from fire in the managed housing stock and communal areas and offices.
- 1.3 To ensure that all persons are protected from harm caused by fire on the Hanover's premises or on adjoining premises.
- 1.4 To ensure that managers and employees comply with the fire procedures and relevant documents which are referred to in this policy.

2. Policy Scope, Explanations or Requirements

- 2.1 This policy outlines the responsibilities of Hanover and our employees to ensure compliance with the Fire (Scotland) Act 2005 and other relevant legislation relating to fire safety in our developments and offices.

3. Hanover's responsibilities as 'Duty Holder'

- 3.1 The 'Duty Holder' under the Fire (Scotland) Act 2005 is Hanover itself and this is achieved by various employees leading on the management of fire safety and to ensure compliance is achieved and maintained as follows:
 - 3.1.1 **Responsibility for Common Areas:** Hanover must ensure fire safety measures are in place in shared areas of all housing developments, such as corridors, stairwells, office and guest bedrooms etc;
 - 3.1.2 **Fire Risk Assessments:** Hanover is responsible for conducting fire risk assessments for communal spaces and ensuring compliance with fire safety regulations including:
 - Commissioning competent persons to undertake fire risk assessments with the purpose of identifying the general fire precautions and other measures required to comply with the Fire (Scotland) Act 2005;
 - Undertaking a fire risk assessment to the PAS 79 standard at a frequency prescribed within this policy;
 - Implementing all necessary general fire precautions and any other preventive and protective measures identified by a fire risk assessment;
 - Periodically reviewing fire risk assessments in a timescale appropriate to the premises and/or occupation fire risk level. See section 8.5 for timescales
 - 3.1.3 **Maintenance of Fire Safety Equipment / Systems:** Hanover must maintain fire alarms / systems, extinguishers, emergency lighting and other fire safety equipment including;

- Providing means of detection and giving warning in case of fire within all relevant properties in line with current legislation and guidance;
- Ensuring maintenance, servicing and testing programme to at least the minimum regulatory standards of all fire detection, emergency lighting, hold open devices, smoke ventilation systems, fire extinguishers, dry risers, fire suppression (sprinklers) refuge communication systems and other firefighting equipment provided within Hanover's properties.

3.1.4 **Customer Communication:** Provide customers with information on fire safety procedures and evacuation plans. This can be done through

- Distribution of leaflets / documentation
- Customer newsletters
- Digital screens in developments
- Signage around our buildings
- Briefings by Hanover HSWB Manager and Scottish Fire & Rescue Service

3.1.5 **Employees information & training:** Provide information, instruction (training) on what to do when there is a fire situation/ alarm and refresh knowledge on an annual basis, this will include being involved in fire evacuations & tests.

4. Head of Repairs & Compliance's Responsibilities:

- 4.1 The Head of Repairs & Compliance will act as the Duty Holder as per the Fire (Scotland) Act 2005.
- 4.2 Hanover's buildings and equipment are maintained in line with the Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006, British Standards and approved codes of practice applicable.
- 4.3 Competent consultants or suitably trained employees are appointed to carry out an assessment of fire risks at each of Hanover's premises.
- 4.4 The fire risk assessments are carried out within the agreed timescales at the developments and offices.
- 4.5 The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and control measures are implemented in accordance with the "principles of control".
- 4.6 All plant, equipment and features of premises provided for the purposes of fire safety remains in good working order and is subject to a suitable system of maintenance by a competent person.
- 4.7 All new and refurbished areas are so designed as to ensure compliance with this policy and any relevant fire-safety and building legislation.
- 4.8 Appropriate liaison and co-operation with other responsible persons is carried out, e.g. customers / contractors, to ensure that they are aware of Hanover's fire safety

policy and procedures and to identify any risks arising from their activities which could impact upon Hanover.

5. Development Employees and Managers are required to:

- 5.1 Manage fire safety as per this policy, associated standards and any other best practice guidance issued by Hanover.
- 5.2 Ensure everyone under their control knows
 - What actions to take in the event of a fire
 - The escape routes in their place of work and where to assemble in case of an evacuation
 - How to report fire safety hazards.
- 5.3 When on duty manage the evacuation of people in communal areas and liaise with the Fire and Rescue Service.
- 5.4 Manage appropriate actions highlighted in the development's fire risk assessment which fall under their remit.
- 5.5 Carry out daily, weekly and monthly visual and testing of fire safety equipment as described in detail in the Fire Safety equipment testing and inspection procedure.
- 5.6 Complete fire safety documentation as described in this policy i.e. fire logbook, resident dependency sheet etc .

6. Employees are required to:

- 6.1 Have a duty of care to themselves, their colleagues, contractors, customers and members of the public. Any work situation that represents a serious, immediate or long term danger to fire safety should be reported to their manager immediately. .
- 6.2 Adhere with Hanover by complying with the fire safety policy, associated standards any other best practice guidance and any relevant fire safety training and arrangements.
- 6.3 Follow relevant fire safety precautions and evacuation procedures.
- 6.4 Complete fire safety induction training and other fire safety training as may be necessary for their role.
- 6.5 Evacuate immediately if the fire alarm sounds, closing doors when leaving. Ensure visitors or anyone under their responsibility evacuates the building.
- 6.6 Report any fire safety issues to their manager.

7. Competent Persons

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- 7.1 Hanover will ensure that only suitably competent Fire Risk Assessors, certified by a UKAS accredited certification scheme that meets the competency criteria required by Hanover are appointed.
- 7.2 Hanover will ensure that only suitably competent contractors and engineers, certified by a UKAS accredited certification scheme, are procured and appointed to undertake works to fire safety equipment, systems and installations.

8. Fire Risk Assessments

- 8.1 From the introduction of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, there is a legal requirement and responsibility for a building owner or an employer to assess the fire safety risks and implement adequate control measures through the process of risk management.
- 8.2 The assessments will identify possible ignition sources, combustible materials (such as piles of paper, storage of flammable materials etc.), working practices which give rise to fire risk (such as electric heaters being left on overnight), suitability of escape routes and fire detection / control system, personnel who may be affected by fire and training needs of employees.
- 8.3 Where necessary, the existing Fire Safety Policy and Procedures will be amended to reflect any improvements deemed necessary by the risk assessments.
- 8.4 The Fire Risk Assessment will also check and cross reference the appropriate certification is in date for fire detection systems, electrical systems and portable appliance equipment.
- 8.5 The fire risk assessments will be reviewed in the event of any significant change to operating practices, plant or equipment, materials used etc. otherwise the fire risk assessments will be carried out as per the timescales detailed below.
- Very Sheltered and Housing with Care Developments – annually
 - Housing of Multiple Occupancy – annually
 - Sheltered Developments – every 2 years
 - Offices – every 3 years

9. Actions highlighted from the Fire Risk Assessments

- 9.1 The actions required/ recommended by the Fire Consultants will be categorised into Low, Medium and High risk.
- 9.2 The actions will be building fabric and also management actions. The majority of the management actions should be actioned immediately and concluded within 1 month of receiving the fire risk assessment.
- 9.3 Significant findings relating to the building fabric and structure will be managed on a risk based approach.

10. Fire Action information and evacuation

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- 10.1 Fire Action signage will be exhibited in a prominent position to tell all employees and the public, including disabled people, what to do in the event of an emergency.
- 10.2 A typical fire action procedure for employees, visitors and customers is detailed in HCS 42 - Fire Emergency Procedure for Staff on Developments/Services.
- 10.3 All employees will be made aware of the fire evacuation procedure during the Corporate Induction and a reminder on an annual basis which is communicated by email and recorded in the fire logbook for development employees.
- 10.4 All employees will be advised of the fire evacuation procedure and shown the location of fire alarm points, fire exits, fire extinguishers, assembly point etc. All new employees will be given this information as part of their induction training.
- 10.5 Each office and development will carry out the minimum of two fire evacuations per calendar year. This fire evacuation will be recorded in the Fire Logbook
- 10.6 Employees working at the Very Sheltered and Housing with Care Developments will receive enhanced evacuation training to lateral fire evacuation i.e. assisting a customer to a place of safety if it is safe to do so.

11. Equipment Testing and Inspection

- 11.1.1 The following is the recommended periodicity for maintenance and inspection of fire safety measures and systems in accordance with British Standards and their Codes of Practice. On completion all records should be recorded in the appropriate section in the Fire Safety Logbook and Contractor Maintenance visit records will be collated by the Compliance Team.

11.2 Daily:

- 11.2.1 Walk through premises and check escape routes to ensure they are clear of obstructions and combustible materials and that self-closing doors are not wedged open;
- 11.2.2 Check any fire alarm control panel and indicating equipment to ensure the system is active and fully operational.

11.3 Weekly

- 11.3.1 Test fire alarm system by activating a manual call point (using a different call point, in rotation and ensuring a different zone for each successive weekly test), usually by inserting a dedicated test key. This will check that the control equipment is capable of receiving a signal and in turn, activating the warning alarms. Manual call points may be numbered to ensure they are sequentially tested. It is good practice to test the alarm at the same time each week but consider the need to ensure that employees working shifts are given the opportunity to hear the alarm. During a test, the alarm should not operate for too long so that there can be a ready distinction between a test and an unplanned actuation. Where the system is connected to an alarm receiving centre, the centre should be notified prior to testing and on completion of the test;

11.3.2 A check should be made to determine that the testing of the fire alarm also results in the operation or disabling of other linked features such as electrically powered locks, the release of any doors on hold open devices, the operation of doors on swing free arms and automatic opening doors reverting to manual operation;

11.3.3 Fire doors with hold open devices linked directly to the fire alarm i.e. electromagnetic hold open device or Dorgards should release when the fire alarm has been tested and all these doors should close;

11.3.4 Fire doors should be checked to ensure they are in good working order as follows;

- Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame
- Check that intumescent strips and smoke seals are in good condition
- Check escape routes, and test exit locking mechanisms such as panic bars, push pads and electromagnetic locking devices;

11.3.5 Visual inspection of the fire extinguisher, checking the tamper tag is still in situ and the fire extinguisher is still on the wall bracket

11.3.6 Visual inspection of water sprinkler system and if the ceiling cover is in situ.

11.4 **Monthly**

11.4.1 Functional tests of all emergency lighting systems should be at an appropriate time when, following the test, they will not be immediately required. However, some modern systems have self-testing facilities that reduce routine checks to a minimum. Depending on the type of installation certain routine checks and routine maintenance work may be able to be done in house. Test methods will vary. Further maintenance may need to be carried out by a service engineer;

11.5 **Three monthly:**

11.5.1 A Competent Person will conduct the testing, servicing and preventative maintenance of the fire-warning and automatic detection systems at three-monthly intervals;

11.5.2 Quarterly function check of the operation of the smoke windows.

11.6 **Six monthly**

11.6.1 A Competent Person will conduct the testing, preventative maintenance checks of emergency lighting system at six-monthly intervals.

11.7 **Annually**

11.7.1 A Competent Person will carry out the testing, servicing and preventative maintenance:

- Maintenance of portable fire extinguishers;
- Annual discharge test of emergency lighting;
- Annual checks, inspection and test of water sprinkler system;
- Dry risers;

- Water sprinkler system
- Smoke vent control systems
- Two way communication systems at specific designated refuge areas;
- Evacuation chairs

12. Fire Detection/ Warning Systems

12.1 Hanover has various different fire detection/ warning systems fitted across the housing stock.

12.2 The different fire detection/ warning systems are detailed below:

Type of Housing/ Offices	Type of alarm	Description
Very Sheltered Developments/ Housing with Care	BS5839 Classification L1 system with fully addressable fire panel, sounders and beacons	L1 provides for Automatic Fire Detection (AFD) and is installed into all areas of a building including customers' accommodation
House of Multiple Occupancy (Licensed)	BS5839 Classification L1 system with fully addressable fire panel, sounders and beacons	L1 provides for Automatic Fire Detection (AFD) and is installed into all areas of a building including customers' accommodation
Sheltered Housing – Communal areas only	BS5839 Classification L3 system with fire panel and sounders. Upgraded developments may have a fully addressable fire panel and additional detection.	L3 Automatic Fire Detection (AFD) with smoke detection should be installed on escape routes with detection in rooms opening onto escape routes. This will be dependent on the size and layout of the development
Sheltered Housing – Customers' flats	BS 5839 Part 6 – smoke and heat detection – which meets the Tolerable Standard	Warden call system, where the smoke and heat detection within the flat are interlinked and connected to an alarm receiving centre.
Amenity & General Needs Housing properties	BS 5839 Part 6 – smoke and heat detection – which meets the Tolerable Standard	Interlinked Smoke and Heat detection within the property
Owner Occupied - Customers flats	BS 5839 Part 6 – smoke and heat detection – which meets the Tolerable	If the Owner has requested the smoke and heat detection within the flat are interlinked and connected to an alarm receiving

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Type of Housing/ Offices	Type of alarm	Description
	Standard	centre.
Owner Occupied – Communal areas	BS5839 Classification L3 system with fire panel and sounders.	This will be dependent on the size and layout of the development
Owner Occupied - Customers flats	BS 5839 Part 6 – smoke and heat detection – which meets the Tolerable Standard	The Owner may have decided to fit their own interlinked smoke & heat detectors, this system is not connected to an alarm receiving centre, but could still meet the requirements of the Tolerable Standard.
Offices	BS5839 Fully addressable fire panel with a classification L3 (minimum) system with fire panel and sounders.	L3 Automatic Fire Detection (AFD) with smoke detection is installed on escape routes with detection in rooms opening onto escape routes.

13. Managed Use of Communal Areas

- 13.1 Hanover's policy is to adopt a sensible balance between minimising the risk of fire in the communal areas and allowing customers to make these areas more attractive but still comply with fire safety legislation i.e. Furniture and Furnishings (Fire Safety) Regulations 1988.
- 13.2 The above legislation is designed to ensure that upholstery components and composites used for furniture meet specified ignition resistance levels and are suitable labelled.
- 13.3 All upholstered items in a communal area of a development and guest bedroom must be of non-combustible material and have the appropriate labelling to ensure they meet the above standard.
- 13.4 The Guidance on managed use of communal areas procedure details the guidelines on what is permitted to enable a balance between making an area homely and attractive and ensuring fire safety.

14. Personal Emergency Evacuation Plan

- 14.1 Where appropriate a Personal Emergency Evacuation Plan (PEEP) will be carried out for customer with a disability, mobility issues or physical and mental wellbeing needs, this will be recorded on the Resident's dependency sheet and held in Safe 1 to assist/ advise the Scottish Fire & Rescue Service in the event of an evacuation.
- 14.2 The PEEP will consider individuals on a case by case basis and take into account a person's ability to evacuate or understand their responsibility and their cognitive capacity.

15. Person-centred Fire Risk Assessments

- 15.1 Where required Person-Centred Fire Risk Assessments (PCFRA) will be used to identify customers who are at higher risk from fire in their own accommodation whether this is due to their behaviours or their ability to respond and escape from a fire. The risk assessment will include an action plan that specifies what steps will be taken to improve the safety of the vulnerable customer.
- 15.2 The PCFRA will consider individuals on a case by case basis and take into account a person's ability to evacuate or understand their responsibility and their capacity.
- 15.3 The completed PCFRA will be discussed with the Customer and shared with the customer's family if permission is granted where the inherent risks will be highlighted and any action plan created with appropriate timescales.

16. Data Protection (Where Applicable)

- 16.1 Any information held under this policy will conform to Hanover's Data Protection Policy and procedure.

17. Monitoring & Evaluation

- 17.1 Health, Safety and Wellbeing Manager will monitor this policy.

18. Reporting Requirements

- 18.1 The outstanding actions from Fire Risk Assessments will be reported monthly to the Customer Safety Improvement Group and escalated to SMT if required.

19. Review

- 19.1 This policy will be reviewed every 3 years or earlier if required.

Revision History

<u>Version Number</u>	<u>Revision Date</u>	<u>Approval Date</u>	<u>Approved by</u>	<u>Review Reason</u>
1	May 2023	SMT/ELT	SMT/ELT	
2	April 2025	11/04/25	Steven Good	Clarification of Duty Holder and Responsibilities of Competent Person
3				