



53 Ballindalloch Drive, Glasgow G31 3DQ

# FIRE SAFETY POLICY

**MD/APRIL 2021/REF.P83**



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## 1. **AIM OF POLICY**

The main objective of this Policy is to ensure the promotion of fire safety. Milnbank Housing Association (MHA) accepts its legal duties as set out in the Fire (Scotland) Act 2005, Fire Safety (Scotland) Regulations (2006) and subsequent legislation, as well as the moral and ethical obligations to tenants, employees and all other persons who may be affected by operational practices and procedures.

MHA attempts to minimise the likelihood and consequences of accidental fire and/or explosion which is not caused by any deliberate acts. The following procedures set out the arrangements by which MHA will accomplish this.

This policy applies to both domestic properties, for this MHA is a duty holder and has a responsibility to its tenants in terms of tenant safety, and also in relation to the Association's office premises and other commercial premises for which MHA has a duty.

This policy applies to MHAs staff and Management Committee members, given that the policy outlines their responsibilities with regards to fire safety.

Asset Officer (Health and Safety Compliance) – Matthew Duffy is responsible for fire safety within office premises and subsequent properties which Milnbank Housing Association conduct their business.

Asset Officer is responsible for fire safety outwith the Association's domestic premises and commercial premises. Section 6 outlines the relevant premises that require specific Fire Risk Assessments and other associated testing etc.

## 2. **LEGISLATION**

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 provision contained in the 2006 Regulations.

MHA are committed to ensuring that fire safety standards and practices comply with the current outcomes set by the Scottish Housing Regulator.

**“Registered Social Landlords must meet all applicable statutory requirements that provide for health and safety of the occupants in their homes and comply with the Health, Safe and Secure elements of the Scottish Housing Quality Standards”.**

### Tolerable Standard: Meeting New Standards for Fire and Smoke Detection

The 2019 Order has extended the existing laws with regards to fire and smoke detectors. From 1<sup>st</sup> 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 Regulations come into force from 1<sup>st</sup> February 2022. The Asset Manager will develop a programme to ensure that all properties comply with the necessary standards.

### **Other Legislation**

In addition to the above MHA also adheres to the following legislation:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019

### **3. IMPLEMENTATION OF FIRE SAFETY**

MHA will ensure that the suitable competent person(s) will manage the Fire Risk Assessments process and Fire Safety within the organisation. This will be managed by the Asset Management Team. The Asset Manager, in conjunction with Asset Officer manage the fire safety process.

#### a. Asset Officer (Health & Safety Compliance)

Asset Officer with support from the Managing Director will organise and coordinate fire safety in relation to the office premises, which include the Fire Risk Assessment process.

To ensure continuous improvement of the risk assessment process, Asset Officer (Health and Safety Compliance) will audit the assessment process and the competencies of the assessors by either spot-checking the premises/paperwork or accompanying the assessors during an assessment of the premises/office.

#### b. Identification of the need to a Fire Risk Assessment and/or Safety Inspection

The Asset Officer will identify where the organisation will carry out Fire Risk Assessments or Fire Safety Inspections (for example, consider relevant premises within the 2005 Act). Consideration will cover fire safety legislation requirements but also our general duty of care to all employees and persons affected by our undertaking as prescribed in the 2005 Act and 2006 Regulations.

The Asset Officer (Health and Safety Compliance) will develop an Action Plan following receipt of the Fire Risk Assessments and co-ordinate the remedial repair works where MHA has duty holder responsibilities. Once completed they are responsible for signing them off from the Fire Risk Assessment Action Plan.

c. Satisfactory Provision for Detecting and Warning of Fires for Landlords

As mentioned above from 1<sup>st</sup> February 2022, MHA will ensure that all houses within its ownership will have satisfactory provision for detecting fires and for giving warning in the event of fire or suspected fire. In order to comply we will ensure that there will be at least:

- i. One functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes (normally the livingroom/lounge)
- ii. 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.
- iii. One heat alarm in every kitchen
- iv. All alarms will be ceiling mounted and hard wired (where feasible)
- v. All alarms will be interlinked.

There is also a requirement for carbon monoxide detectors to be fitted where there is a carbon fuelled appliance (such as boilers) or a flue.

d. Asset Officer (Health and Safety Compliance)

The Asset Officer has overall management responsibility for fire safety within the relevant, domestic premises.

Asset Officer has responsibility for fire safety within the office premises. A copy of the current Fire Inspection form is included at Appendix 1, each will be responsible for ensuring that:

- a) The fire logs are current and up to date
- b) Regular fire safety checks are carried out and logged into the firelogs, eg. fire drills, emergency lighting checks, equipment checks and weekly alarm checks.
- c) An evaluation of staff training needs is made, and action is taken to meet those needs.
- d) An evaluation of staff evacuation needs is made, and action is taken to meet those needs.
- e) Means of escape are maintained to ensure that they can be safely used at all times.
- f) Where applicable, ensure that a Fire Risk Assessment has been conducted on the premises annually and ensure that it is made readily

available for inspection at any time.

- g) Any issues of concern relating to fire safety is relayed to the Asset Manager or the Asset Officer as appropriate.
- h) Any communication or documentation from the Scottish Fire and Rescue Service must be forwarded to the Health and Safety Administrator in relation to the offices and the Asset Manager in relation to the domestic premises and commercial premises where MHA has responsibilities as a duty holder.

Both the Asset Officer and Managing Director have overall management responsibility for the items in the relevant premises.

e. Fire Wardens

It is the responsibility of Asset Officer for each relevant location to ensure that appropriate numbers of staff take on fire warden duties. Details of the current MHA Fire Wardens can be found at Appendix 2. Office locations require at least one fire warden to take charge of emergency situations in the event of alarm activation. Fire Warden Training Certificates last for 3 years once lapsed, the relevant staff will be required to attend the full fire warden course again.

Fire Warden duties include:

- Assist in safe evacuations of the premises
- Tackle the fire if it is safe to do so and does not compromise the safety of themselves or others and the fire is in its early growth stage and they have the appropriate fire extinguisher training.
- Make contact with the Fire and Rescue Service upon their arrival
- Provide essential information to the Fire and Rescue Service

f. Duties of Staff

The effectiveness of this Policy depends on not only the taking of physical precautions to prevent the occurrence and spread of fires and to provide the means for dealing with fire, but the co-operation of every member of staff, without exception, to ensure an understanding of their part in the arrangements. An involvement in fire precautions must, therefore, be regarded as a fundamental duty by all staff and is an essential obligation for all persons with management responsibility.

Employees have a duty of care to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of all staff and visitors. This includes being involved in fire training and taking part in fire evacuations.

All new employees must complete the organisation's induction course that includes basic fire safety. Employees are encouraged to make

suggestions to their Line Manager, where improvements to fire safety can be achieved.

g. Visitors/Contractors to Office Premises

The person on reception or person that the visitor is meeting must be able to account for all visitors in the building in the event of an emergency fire. This can be achieved where visitors are required to sign the visitor's book upon arrival at the office and sign out upon leaving. The visitors' book is kept at the reception area of the office.

In the event of a fire, or a fire drill, the Fire Warden(s) will utilise the visitor's book and **paper log** to account for those in the building, at the relevant evacuation point. If it is not possible to account for persons on the property at any one time, then appropriate clearance procedures of the building must be in place.

h. Persons with Disabilities

Personal Emergency Evacuation Plans (PEEP) will be put in place for the evacuation of people who have disclosed any disabilities which may impact on their ability to exit the office premises unaided. These are carried out on an individual basis determining the person's needs. Line Managers are responsible for assigning specific individuals to assist with persons with disabilities during an evacuation.

i. Communication

MHA will ensure that any person employed (directly or indirectly) is provided with all information related to fire safety and consult with employees on all matters of fire safety policy and arrangements.

MHA will keep staff informed of any changes that are made to the fire safety procedures and fire risk assessments. A fire safety briefing will form part of the local induction training for new members of staff.

MHA will also ensure that all visitors to the office premises are briefed in the evacuation procedures and not left alone unless they are aware of and familiar with, all available escape routes. This policy may be communicated to all other people who have an interest with MHA fire safety provisions and includes staff, other landlords and housing associations, persons using the premises, residents, tenants, contractors, authorities, stakeholders, guests and visitors.

#### 4. **EMERGENCY INCIDENT PLANNING**

a. Fire Safety

The Fire Safety Risk Assessments and will be expected to establish suitable arrangements for the detection and alarming of the outbreak of fire. Signs and notices will be displayed throughout the relevant premises, advising of the fire escape routes. Details of fire evacuation

procedures will also be displayed throughout the relevant premises however, in certain settings, the need to maintain a homely, non-institutionalised environment will be recognised eg. Supported Accommodation.

While fire safety is covered in induction training employees should reconfirm on an annual basis that they remain familiar with local fire procedure and arrangements in their place of work. This will be covered as part of annual, staff appraisals.

b. Fire Risk Assessments

External, competent fire safety specialists will be commissioned to produce Fire Risk Assessments on an annual basis in accordance with legislation. Fire Risk Assessments will be reviewed in the event of any significant change in the physical layout of a building or a change of its use.

Fire Risk Assessments process 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 Asset 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.

The aims of the Fire Risk Assessment are:

- To identify fire hazards and to reduce the risks of those hazards to as low as is reasonably practicable, developing an Action Plan and implementing all necessary recommendations and managing 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.

c. Emergency Fire Action Plan

An Emergency Fire Action Plan and arrangement to implement the plan must be in place for all relevant premises, including the office where staff ordinarily work.

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.

In general, the safe evacuation of the office premises should not be delegated to the Fire and Rescue Service.

This plan will be devised by Asset Officer to ensure that:

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

d. Smoking

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 and all other residents.

e. Wilful Fire Raising

To prevent wilful fire raising in the properties that MHA are directly responsible for, the organisation will, following a risk assessment, put in place measures such as secure boundaries, security lighting or controlled access to ensure that only authorised people enter the premises.

Combustible materials must not be stacked up against buildings or left in stairwells, for example, furniture, bedding, paper, packaging or wood. Refuse bins should ideally be 5 metres from the building (where practical). The Estates Administrator/ Housing Services Manager will oversee members of the Estates/ Housing Services Teams in this regard to ensure regular inspections of the relevant premises are taking place and that the inspections are properly documented.

f. Electrical Safety

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 MHA has direct responsibility, we will:

- i. Arrange testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institute of Electrical Engineers' Regulations for Electrical Installations.
- ii. 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.
- iii. Arrange for Fire Marshal Trained Members of Staff to inspect the premises on a monthly basis, which includes visually checking electrical equipment. Electrical extension leads will not be daisy-chained (linked) together or overloaded. Spot checks will be coordinated less than quarterly by the Asset Manager.
- iv. Arrange for any portable heaters (only to be provided by appointed contractors of MHA) to be visually inspected before use and sited to



avoid any risk of ignition of combustible materials) radiant bar electric fires are prohibited under any circumstances.

Portable Appliance Testing (PAT) is carried out annually by a MHA appointed subcontractor. Or as when required as set out in the PAT regulations.

## **5. IMPLEMENTATION OF FIRE SAFETY**

MHA ensures that it meets its current legal obligations with regards to fire safety. This will take into account all current legislation, and that fire safety for all individuals living and working in properties that are owned or managed by the Association is paramount. In order to achieve this aim, MHA have the following objectives:

- Carry out a Fire Risk Assessment annually in all relevant premises.
- Maintain an up to date register of all Fire Risk Assessments 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 by developing individual action plans arising from each Fire Risk Assessment.
- Identify and remedy any lack of suitable fire management controls.
- 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.

### **b. Procurement and Maintenance of Fire Fighting Equipment, Fire Evacuation and Fire Detection Equipment**

The 2006 Regulations set out a duty to ensure that fire detection systems and fire fighting equipment are maintained in an efficient state, in efficient working order and good repair.

MHA have appointed MAC Fire as the contractor for maintaining fire detection and firefighting equipment. This contractor will annually service the alarm system and firefighting equipment and will be authorised to

order replacement extinguishers as necessary, provided that the fault is identified and recorded. Staff must report any defective or missing firefighting appliances to their line manager if noted.

c. **Fire Drills**

With regards to office premises, fire drills will be conducted twice a year to ensure that all staff are familiar with the fire action plan in place, to evaluate the effectiveness of the plan and to identify any weaknesses in the evacuation strategy. Fire drills will be co-ordinated by Asset Officer Or building fire warden feeding information back, this 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. A record of the time/date, duration of the fire drill and those persons who took part will be maintained by Asset Officer.

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

d. **Fire Alarm Testing**

The fire alarm systems at all relevant premises will be tested each week. This will be carried out by the relevant responsible person within each office. 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 actual event.

Where fire alarm systems do not have manual call points, the alarm must be tested at the alarm control panel to ensure its operation.

During the alarm test, the bell sounders must be checked for their operation. If a sounder is not operating or the sound is distorted then it requires to be checked by competent contractors.

e. **Smoke/Heat Detector Testing**

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 firelogs.

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<sub>2</sub> detectors will be checked, no less than annually, in the domestic premises owned by the Association at the same time as the annual gas service is taking place by a Milnbank Housing Association appointed contractor.

f. **Emergency Light Testing (Illumination only)**

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 Asset Officer and duly recorded in the firelogs, including the date of the test and by whom. Any defects noted will be repaired as appropriate and as soon as possible.

g. **Emergency Light Testing (Drop-Down Testing)**

Emergency lighting battery drop-down checks will be tested annually as part of the planned preventative maintenance regimes. This will be tested by competent contractors to check the illumination of the lighting and to test the sustainability of the internal batteries.

h. **Fire Fighting Equipment**

Monthly visual inspections of firefighting equipment are carried out to ensure that they are located in their proper position, have not been discharged or lost pressure or suffered any visible damage.

As per section b. an annual inspection of all firefighting equipment will be conducted by a competent contractor and the current inspection record held in the firelogs.

i. **Fire Blankets**

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

j. **Final Fire Exit Doors**

A relevant member of staff in each office premises will carry out a weekly visual inspection and manually open the final exit doors to ensure that they are fully functioning. Fire escape routes and fire doors are to be kept clear at all times. Such inspections will be duly recorded in the fire logs.

k. **Fire Doors**

Monthly inspections will be carried out to ensure that all internal fire doors are fully operational. Fire doors with self-closing devices must fully close unaided on their closing device. Smoke seals and intumescent strips must be in good condition and not damaged or painted over. Door hinges must not be worn or damaged.

l. **Fire Action Notices**

All fire action notices must be displayed and completed with the relevant fire safety information.

m. **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 Asset Officer immediately.

n. **Reporting of Fire Incidents**

All fires no matter how small, even if extinguished, must be reported to the Asset Officer and/or Asset Manager for investigation and action. Details of all false alarm calls to which the fire service is called must also be reported into the fire logs. In the event of a serious fire involving property or life the Directorate, Asset Manager and Asset Officer must be notified immediately.

o. **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 member who maliciously activates an alarm will be dealt with under the organisation's Disciplinary Policy.

If required, staff are to remind tenants that maliciously activating a fire alarm would be in breach of their tenancy agreement.

p. **Documentation Management and Records**

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, in good order, up to date and available for scrutiny at any time:

- i. Current up to date fire safety policy
- ii. Fire evacuation procedures
- iii. Copy of current fire risk assessments
- iv. Records of all fire training

- v. A record of all fire drills (at least two per year) listing the attendees, evacuation times and any comments
- vi. Records of weekly tests of fire alarm system/smoke detectors and final fire exit checks
- vii. Record of annual inspection and testing of all firefighting equipment
- viii. Records of monthly and annual tests of emergency lighting
- ix. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- x. Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- xi. Records of any false alarms or unplanned activations and any action taken
- xii. A plan of the building detailing the fire zones and information such as gas shut off valves where applicable

No other information will be held in the fire logs.

q. **Electrical/Gas Appliances**

In premises owned by MHA, we will ensure that an appropriately approved contractor will carry out in-service testing and maintenance of electrical and gas equipment to comply with all relevant Regulations.

Copies of current inspections or maintenance paperwork for electrical or gas appliances will be maintained by the Asset Management Team in accordance with recommended practice.

r. **Hazardous Substances**

Hazardous substances stored, handled, transported, used and disposed of within any MHA premises are subject to assessment under the Control of Substances Hazardous to Health Regulations (COSHH).

Employees will be provided with all necessary information, instruction and training to protect them from the risks associated with the hazardous substances in use. In particular, employees will be expected to follow safe working procedures and safe systems of work, including the correct use of any personal protective equipment, clothing and infection control procedures.

6. **COMPLIANCE**

a. **Monitoring of Fire Safety Performance**

The following performance measures will be used to monitor the implementation of this Policy and will be reported to the Management Committee on a quarterly basis (along with progress of any actions identified within the Fire Risk Assessments).

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)	24 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x 3 Duke Wynd 1 x 110 Duke Street 1 x 106 Duke Street 1 x 100 Duke Street 1 x 1 Duke Wynd 1 x 2 Duke Wynd 1 x 6 Duke Wynd 1 x 14 Duke Wynd 1 x 18 Duke Wynd 1 x Sports Hub 1 x 102 Roebank Street 1 x 108 Roebank Street 1 x 55 Harcourt Drive 1 X 17 Roebank Street 1 x Storage Unit 7 273 Alexandra Parade	Annual	Quarterly Report
No of Buildings requiring an Emergency Fire Action Plan	24 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x 110 Duke Street 1 x 106 Duke Street 1 x 100 Duke Street 1 x 1 Duke Wynd 1 x 2 Duke Wynd 1 x 3 Duke Wynd 1 x 6 Duke Wynd 1 x 14 Duke Wynd 1 x 18 Duke Wynd 1 x Sports Hub 1 x 102 Roebank Street 1 x 108 Roebank Street 1 x 55 Harcourt Drive 1 X 17 Roebank Street 1 x Storage Unit 7 273 Alexandra Parade	Annual	Quarterly Report

No of Communal Fire Alarm/Detection equipment to be tested	24 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x 110 Duke Street 1 x 106 Duke Street 1 x 100 Duke Street 1 x 1 Duke Wynd 1 x 2 Duke Wynd 1 x 3 Duke Wynd 1 x 6 Duke Wynd 1 x 14 Duke Wynd 1 x 18 Duke Wynd 1 x Sports Hub 1 x 102 Roebank Street (no monitoring req) 1 x 108 Roebank Street (no monitoring req) 1 x 55 Harcourt Drive (no monitoring req) 1 X 17 Roebank Street (no monitoring req) 1 x Storage Unit 7 273 Alexandra Parade (no monitoring req)	Weekly (in-house)  Annual (Contractor) Nursery 2x per year	Quarterly Report
No of Emergency Lighting Systems to be tested and fire equipment and signage inspections	19 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x 110 Duke Street 1 x 106 Duke Street 1 x 100 Duke Street 1 x 1 Duke Wynd 1 x 3 Duke Wynd 1 x 2 Duke Wynd 1 x 6 Duke Wynd 1 x 14 Duke Wynd 1 x 18 Duke Wynd 1 x Sports Hub 1 X 17 Roebank Street	Monthly (in house)  Annually (Contractor)	Quarterly Report
No of Dry Risers to be tested	5 Target 100%	1 x 110 Duke Street 1 x 106 Duke Street 1 x 100 Duke Street 1 x 3 Duke Wynd 1 x 1 Duke Wynd	Annually (Contractor)	Quarterly report

No of buildings to be checked by Fire Watch Commander	3 Target 100%	1 x Nursery 1 x Walpole 1 x Circus Drive	Annually or as when required by regulation update	Monthly Report
No of outstanding Notices of Deficiency or Enforcement Notices received from Scottish Fire and Rescue	Target 0%	All Properties	N/A	Quarterly Report
Properties with a full LD2 System in place by July 2021	Target 100%	All Domestic Properties	Annually (via Gas Servicing)	Quarterly Report
No of buildings requiring Fire Door Exit Checks completed on Schedule	10 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x Sports Hub 1 x 108 Roebank Street	Monthly (in house)  Annually (Contractor)	Monthly Report
No of Buildings requiring PAT Testing of Equipment	12 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x 110 Duke Street 1 x 106 Duke Street 1 x 1 Duke Wynd 1 x 2 Duke Wynd 1 x 6 Duke Wynd 1 x 14 Duke Wynd 1 x 18 Duke Wynd 1 x Sports Hub 1 x 102 Roebank Street 1 x 108 Roebank Street 1 x 55 Harcourt Drive 1 X 17 Roebank Street	Annually	Quarterly Report



No of buildings requiring a fire drill	11 Target 100%	1 x Main Office 1 x Finance 1 x Sannox 1 x 1 Culloden St 1 x Bluevale 1 x Nursery 1 x Walpole 1 x Circus Drive 1 x Sports Hub 1 x 102 Roebank Street 1 x 108 Roebank Street	6 monthly	Quarterly Report
No of Common blocks checked for basic fire safety	All Target 100%	As per Block List	Monthly	Quarterly Report

- b. All staff will be regularly reminded that they have a duty to report immediately to either Asset Officer (Health and Safety Compliance), any defect or safety concern of which they become aware.

#### **7. MONITORING AND REVIEW OF POLICY**

The Association will monitor this policy to ensure it achieves full compliance with all aspects of the Regulations.

The Fire Safety Policy will be reviewed, by the Asset Manager, biennially or as required to reflect any updates in legislation.

#### **8. DATA PROTECTION**

MHA controls the personal information that we collect, this means that we are legally responsible for how we collect, hold and use personal information. It also means that we are required to comply with the General Data Protection Regulations (GDPR) when collecting, holding and using personal information.

## APPENDIX 1 – FIRE SAFETY INSPECTION FORM \_\_\_\_\_

### Location \_\_\_\_\_

#### Extinguishers

		Yes	No
1.	Are all fire extinguishers present in their correct location?		
2.	Are all fire extinguishers hung or stand-mounted?		
3.	Do all fire extinguishers with pressure gauges show correct pressure?		
4.	Are all extinguishers free from signs of corrosion (incl. tap-test)?		
5.	Are all extinguishers within their annual inspection date?		
6.	Are all extinguishers unobscured, unobstructed and freely visible?		

#### Escape Routes and Exits

7.	Are escape routes clear from stored materials and debris?		
8.	Are all internal fire doors closed (not wedged open)?		
9.	Are final exit doors clear and unobstructed on both sides?		
10.	Do final exit doors open easily?		
11.	Are external pathways from the exits away from the building clear?		

#### Signs

12.	Are escape route signs clearly visible and legible?		
13.	Do signs indicate the nearest escape route from all workplaces?		
14.	Are internal fire doors labelled?		
15.	Do external fire doors have opening instructions shown?		

#### Emergency Lighting *(if present)*

16.	Are all emergency light indicators illuminated (if present)?		
17.	Are all covers, diffusers, etc present and fitted?		
18.	Do emergency lights illuminate for a minimum of 10 minutes when the electricity supply is disconnected (must be done each month)?		

#### Fire Alarm

19.	Is the alarm sounded weekly?		
20.	Do all break glass call points have covers/glass/plastic panel fitted?		
21.	Are all call points clearly visible and unobstructed?		
22.	Are signs present over each call point?		

#### First Aid Kits

23.	Check First Aid box with designated First Aider		
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#### Comments/ Action Required / Other Fire Safety Items Needing Attention

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Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 2 - MHA FIRE MARSHALLS**

**Main Office**

**Lynsey McKinna - Ground floor (Ext 200)**

**Claire Robinson - Ground floor (Ext 210)**

**Collette Anderson - First floor (Ext 206)**

**Darren Ward - First Floor (207)**

**1 Culloden Street**

**Denise Burke - (Ext 504)**

**Denise Robertson - (07493-868789)**

**Maintenance/Estates**

**Matthew Duffy - (Ext 303)**

**Thomas Langford - (Ext 305)**

**Support**

**Jean Nixon - 0141 554 6943**

**Betty Foy - 0141 554 6943**

**Carbon Footprints Nursery**

**Joanne Pauley - (548-6500)**

**Carly Morrison - (548-6500)**

**23 Armadale Court**

**Gillian Orton - (Ext 401)**

**Bluevale Hall**

**Lori Strang - (Ext 601/602)**

**Margaret Cameron - (Ext 601/602)**