



Fire Safety Policy

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1.0 Introduction

- 1.1 It is recognised that Cadder Housing Association has a duty under the Health and Safety at Work etc Act 1974, as supported by subordinate legislation, to provide for, so far as reasonably practicable, the health, safety and welfare of its employees, service users, contractors, the general public and others who may be affected by its undertakings.
- 1.2 Cadder HA operates a Health & Safety Management System, which comprises a broad range of documented policies, procedures and arrangements for the effective control of risks to the health, safety and welfare of employees and others.
- 1.3 This policy forms part of the overall Management System and sets out the Association's specific arrangements for the management of fire safety.

2.0 Aims and Objectives

- 2.1 To set out a framework that will enable Cadder HA to understand, mitigate and manage the risks from fire for our homes, common areas and workplace.
- 2.2 To minimise the risk of harm from fire in or around our homes and workplace.
- 2.3 To take all reasonable steps to ensure we are compliant with legislative and regulatory requirements.
- 2.4 To ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, ensuring, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.
- 2.5 To set out a clear approach to assessing, controlling and monitoring the risk of fire within CHA properties and office premises.
- 2.6 To keep the general public, visitors, tenants and employees aware of the risks of fire and as far as reasonably practical ensure they are safe from danger.

References:

- BS 5839-6:2013
- Building (Scotland) Amendment Regulations 2025 and Domestic Technical Handbook 2026 (Version 1.9)
- Electrical Equipment (Safety) Regulations 1994
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety (Safety Signs and Signals) Regulations 1996

- Health and Safety at Work etc. Act 1974

3.0 Roles and Responsibilities

3.1 The Board.

The Board will be responsible for:

- Overall corporate responsibility for the conduct of the business of Cadder Housing Association.
- Periodically reviewing the effectiveness of the Fire Safety Policy.
- Considering reports made by the CEO/ Head of Asset Management on the effectiveness of this policy and actual working practices.

3.2 The CEO will be responsible for:

- Owning accountability and responsibility for the development and implementation of this Fire Safety Policy as they hold the most senior level of executive control within the Association.
- Making available all reasonable resources to the Head of Asset Management for the undertaking of their duties under this policy. The CEO will also make available all reasonable resources to allow all others in the management chain to comply with their own defined responsibilities.
- Ensuring adequate lines of communication with the Head of Asset Management and taking all reasonable steps to comply with all reasonable fire safety requests and issues raised by the Manager.
- Acting immediately if any serious deficiencies are identified and escalating any concerns to the Board without undue delay.

3.3 The Head of Asset Management is the Association's Fire Safety Responsible Person, and is therefore responsible for:

- The practical delivery and implementation of this Fire Safety Policy and for identifying amendments/updates for improvement. All such suggested amendments will be escalated to the CEO without undue delay.
- Responding appropriately to any new and evolving legislation and guidance in relation to fire safety and detection to ensure required standards are met.

- Monitoring to ensure that all staff are aware of their responsibilities under this policy.
- Ensuring that staff receive appropriate fire safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards fire safety.
- Providing all reasonable support to the Senior Property and Compliance Officer to ensure that their duties under this policy may be performed accurately and timeously.
- Ensuring adequate lines of communication with the Senior Property and Compliance Officer and taking all reasonable steps to comply with all reasonable fire safety requests and issues raised by the Officer.
- Escalating all relevant fire safety issues, non-conformances, policy breaches and other material events to the CEO without undue delay.
- Review and update as necessary this policy and associated procedures documents and report on its effectiveness to the Board.

3.4 Contractors are required to:

- Assess the fire safety risks arising from their works/activities and implement appropriate control measures.
- Ensure they have appropriate RAMS (Risk Assessment and Method Statements) in place regarding fire safety.
- Co-operate with CHA on matters of fire safety.
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and CHA emergency arrangements.
- Obey all instructions relating to fire safety given by authorised CHA staff.

3.5 Employees:

All persons employed by CHA have a responsibility to comply with this Fire Safety Policy. This includes but is not limited to:

- Observing all instructions, information and training intended to secure fire safety.
- Co-operating with CHA on matters of fire safety.
- Taking adequate fire safety measures in all areas of work.
- Acquainting themselves with the fire safety measures and procedures that are applicable to their working environment and ensuring that they attend fire training arranged for them.

3.5 Tenant Responsibilities:

- Tenants are responsible for meeting their obligations in preventing the risk of fire and to ensure the safety of other tenants and visitors.
- Tenants will test smoke detectors on a weekly basis, and report any defects as soon as possible.
- Ensure communal areas are kept free from any obstructions, slip or trip hazards and combustible materials.
- Not use the communal areas for storage of any items.
- Ensure fire doors are not propped open or otherwise disabled.
- Familiarise themselves with any evacuation procedure

Tenants should be aware that changes they make to their home can impact on their own and others fire safety. Tenants should not:

- Tamper with or remove door closers on fire doors within their property.
- Tamper with, cover or remove smoke, heat or carbon monoxide detectors.
- Replace existing electrical fittings (light fittings, sockets etc) without approval from CHA.
- Damage plasterboard linings on separating walls within their property (the wall that separates one property from another)

- Make changes to their flat entrance door or door frame as this could reduce the integrity and fire performance of the door.

Where a tenant has made changes to their property that could impact on the fire safety of their property or the close/ building they live in CHA will recharge the tenant for any remedial works required to restore the property's fire integrity.

4.0 Fire Risk Assessments

4.1 A Fire Risk Assessment (FRA) is a means of identifying potential fire hazards and rating the likelihood and possible severity of fire and enables PHA to put adequate measures in place to control the risks.

4.2 FRAs describe and identify actions (Fire Actions) required to be undertaken to remove or mitigate hazards to a tolerable level.

4.3 CHA will schedule and subsequently resolve all Fire Actions as far as reasonably practicable.

4.4 In order to meet our obligations as set out above CHA will carry out and document FRAs for:

- Our Office and Community Hub.
- Communal Close Areas.

4.5 We will appoint competent and suitably qualified fire safety specialists to carry out the FRAs.

4.6 The aim of FRAs therefore is to:

- Identify fire hazards and to reduce the risk of those hazards to as low as is reasonably practicable, developing an Action Plan and implementing all necessary recommendations and managing the residual risk.
- Determine what fire safety measures and management systems are necessary to ensure the safety of people in the building should a fire occur.

5.0 Communal Closes

5.1 Regular inspections of communal closes will take place by CHA staff.

5.2 During these visits CHA staff will inspect all areas to ensure fire exits are left clear, there are no combustible materials stored in communal areas and there is no damage that could cause an obstruction in / to entrances, landings, or stairs. This inspection will include the inside and outside of all communal areas.

5.3 Staff will be aware of the need to visually check for fire risks and in particular will check and report on:

- Fire equipment.
- Fire doors e.g. which do not close properly or entrance doors which are not secure.
- Fire notices/signs.
- Loft hatches.
- Trip hazards on escape routes e, g, loose flooring, unauthorised belongings.
- Other safety risks on escape routes including evidence of smoking in communal areas, loose handrails etc.

6.0 Fire Safety Equipment

6.1 In accordance with the Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019, CHA has a legal responsibility to ensure that every property, as a minimum, has an interlinked system, incorporating a smoke detector in the living room, hall and each circulation space on each landing, a heat detector and a carbon monoxide detector in any room containing a fossil fuel burning appliance.

6.2 In accordance with the legal requirements to ensure that equipment and devices provided for the use by, or protection of fire-fighters are maintained in a good working order CHA will ensure that appropriate servicing, testing and maintenance for all fire safety equipment is carried out including:

- Emergency lighting systems.
- Fire detection and alarm systems.
- Firefighting equipment e.g. fire extinguishers.
- Fire Compartmentation and fire doors.
- Fire Evacuation.
- Fire Signage.

7.0 Documentation/Record Keeping

7.1 The Fire Safety Management System relies upon the maintenance of a range of documentation. The following records will be kept readily available, in good order, up to date and available for scrutiny at any time:

- Fire Safety Policy and Procedures Documents.
- Copy of the current fire risk assessments and associated action plan(s).
- Fire training records.
- Fire drills records.

- Records of fire alarm system/detectors testing.
- Record of inspection, servicing and testing of all firefighting equipment.
- Servicing records for gas servicing, electrical testing and servicing, and emergency lighting.

8.0 Training and Development

8.1 The training requirements of The Board and staff will be regularly assessed to ensure that they have the necessary skills to effectively implement and monitor this Fire Safety Policy.

9.0 Review

9.1 This policy will be reviewed every 3 years unless amendment is prompted by a change in legislation or monitoring/reporting reveals that a change in policy is required sooner.

9.2 Procedures and working methods may be altered more frequently where this is needed.