

NORTH VIEW Housing Association

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North View is a registered Scottish charity – charity registration number SC032963

POLICY

FIRE SAFETY

Passed:-	25/03/2026	Review Date:-	Feb-2027
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

1.0 Introduction

- 1.1 This Policy aims to ensure that the Association effectively administers compliance with its landlord obligations in relation to fire safety and fire risk assessments in the common areas of flatted properties all other housing stock and our Offices.

2.0 Objectives

- 2.1 The Association's objectives in relation to fire safety include:
- Taking all reasonably practicable steps to ensure fire safety within common areas of flatted domestic premises;
 - Maintaining our housing stock in accordance with the relevant and applicable legal requirements placed on us;
 - Ensuring that systems are in place to enable compliance with our landlord duties in relation to fire safety and fire risk assessments in the common areas of flatted domestic premises;
 - Procuring appropriately qualified contractors to carry out fire risk assessments in line with legislative/regulatory requirements;
 - Ensuring that properties are well maintained, safe, secure and in line with the Scottish Housing Quality Standard (SHQS).

3.0 Legal Framework

- 3.1 There is no general landlord obligation on the Association under the Fire (Scotland) Act 2005 or associated Fire Safety (Scotland) Regulations 2006 in relation to any properties classed as domestic premises. This includes any common stair, passage, garden, yard, garage, outhouse, etc. However, by exception, there are circumstances, which are summarised below, where a fire risk assessment requires to be carried out by a Scottish landlord.
- 3.2 Landlords must carry out fire risk assessment for those properties where there are facilities such as equipment and devices for the use by or protection of fire fighters, including emergency lighting, smoke detectors and smoke actuators.

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Regulations 23 and 24 of the Fire Safety (Scotland) Regulations 2012 set out the duty to ensure that any equipment, facilities and devices for the use by or protection of fire fighters is maintained.

Landlords must also carry out fire risk assessment for properties defined as Houses in Multiple Occupation (HMOs) under the terms of the Housing (Scotland) Act 2012 and in accordance with HMO licensing requirements. The Association, however, does not currently have such properties.

3.3 Where required, we will comply with the following:

- Fire Safety (Scotland) Regulations 2006;
- The Tolerable Standard (under the Housing (Scotland) Act 2006);
- Building Standards (Scotland) Regulations 2014;
- Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019;
- Furniture and Furnishings (Fire Safety) Regulations 1988;
- 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 5839-6:2019 + 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 7273-6:2019 - Code of practice for the operation of fire protection measures;
- BS 8214:2016 - Timber-based fire door assemblies;
- BS 5839-6:2019 + A1:2020 - Fire detection and fire alarm systems for buildings;
- BS 5306-8:2012 - Fire extinguishing installations and equipment on premises;
- BS 7273-6:2019 - Code of practice for the operation of fire protection measures.

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4.0 Common Area Equipment

- 4.1 The Association is responsible for one close within our Windlaw Lodge new build development, which is equipped with smoke actuators and a dry riser system. To ensure optimal functionality and maintenance of these safety systems, a qualified engineer will conduct inspections every six months. This regular assessment will verify that the systems are functioning properly and are in good working order.

5.1 Obstruction of Common Areas

- 5.1 To maintain a safe and secure environment for all residents, it is imperative that common areas remain clear and accessible at all times. The presence of high-risk items (such as sofas, personal belongings, and other large items) in these areas poses a significant fire hazard and can obstruct safe evacuation routes during emergencies.
- 5.2 In addition to obstructing pathways, these items can produce toxic black smoke when burned, making it impossible to see when trying to escape and posing serious health risks to residents during a fire event.
- 5.3 With the above in mind, the Association reserves the right to remove any items that are deemed dangerous or obstruct common areas, without prior notice.
- 5.4 Regular inspections of common areas will be conducted to enforce this policy and any items removed will be documented.

6.0 Office

- 6.1 The office fire alarm system will be tested on a weekly basis by members of the Maintenance Team. These checks are recorded in the appropriate logbook.
- 6.2 In the event of an alarm activation, the Scottish Fire and Rescue Service is automatically called. Fire Wardens will follow the procedures that are to be implemented as per the Fire Evacuation Guide.
- 6.3 Monthly visual inspections of firefighting equipment will be carried out to ensure that they are located in their proper position, have not been discharged or lost pressure (for those fitted with pressure indicator) or suffered any visible damage.
- 6.4 Fire Blankets will be visually inspected monthly to ensure they are positioned appropriately, secured on the wall and have not been tampered with.

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- 6.5 Fire Blankets will be visually inspected monthly to ensure they are positioned appropriately, secured on the wall and have not been tampered with.
- 6.6 An annual inspection of all firefighting equipment will be conducted by a competent contractor and the current inspection record will be held in the fire logbook.
- 6.7 An annual inspection of all emergency lighting equipment will be conducted by a competent contractor and the current inspection record will be held in the emergency lighting logbook.

7.0 Store

- 7.1 The store's fire alarm system will be tested monthly by members of the Maintenance Team. These checks are recorded in the appropriate logbook.
- 7.2 Monthly visual inspections of firefighting equipment will be carried out to ensure that they are located in their proper position, have not been discharged or lost pressure (for those fitted with pressure indicator) or suffered any visible damage.
- 7.3 Fire Blankets will be visually inspected monthly to ensure they are positioned appropriately, secured on the wall and have not been tampered with.
- 7.4 An annual inspection of all firefighting equipment will be conducted by a competent contractor and the current inspection record will be held in the fire logbook.

8.0 Management Responsibilities

- 8.1 It is the overall responsibility of the Management Committee to ensure that the Association complies with all statutory duties placed on it by health and safety legislation.

9.0 Electrical Checks

- 9.1 The Association will ensure that all electrical installations, fixtures and fittings in our offices are safe, in a reasonable state of repair and in proper working order.
- 9.2 A valid Electrical Inspection Condition Report (EICR) will be held for all properties owned by the Association.

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10.0 Gas Safety

- 10.1 All properties owned by the Association with a gas supply will be checked and serviced annually in line with legislation.

11.0 LD2 Compliance

- 11.1 Smoke, heat and carbon monoxide detectors (LD2s) will be checked no less than annually.
- 11.2 For gas properties, this check will be carried out at during the annual gas service. All electrically heated properties will also be checked annually.

12.0 Training

- 12.1 Fire Safety Awareness training for appropriate staff will be provided annually.
- 12.2 Refresher training should be undertaken on a periodic basis, particularly where changes to Regulations, Approved Codes of Practice or best practice occurs.

13.0 Authority

- 13.1 The Management Committee will manage, monitor and appraise matters with regards to the control of fire safety within the Association's properties.

14.0 Reports

- 14.1 The Management Committee shall receive reports on relevant aspects affecting the control of Fire safety in the Association's properties as appropriate.

15.0 Review

- 15.1 The Policy will be reviewed annually. It shall, however, be reviewed earlier in response to any legislative and/or regulatory changes.

End

reviews and amendments

Established - 26/2/25
Reviewed - 25/3/26

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