

# Fire Safety Policy

## 2017 – 2020

Policy Owner		Policy Manager	
Asset Maintenance Manager		Health & Safety Advisor	
Next Review Date			
December 2018			

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## 1 Purpose of the Fire Safety Policy

This policy sets out:

The purpose for which it will be used
The line management responsibility
RCH Statement of Intent
How RCH will review the policy

The Fire Safety Policy details how River Clyde Homes will manage fire safety in its premises and during work activities in order to comply with the Fire (Scotland) Act 2005, Fire Safety (Scotland) Regulations 2006 and other relevant legislation and guidance.

The ultimate aim of the Policy is to prevent fires in any buildings where we have responsibility for the safety of tenants, staff, contractors or members of the public.

In the event of fire, we aim to ensure that persons are safe by implementing fire safety procedures appropriate to the particular premises.

We also aim to enhance the life safety of firefighters who may need to enter a building during or after the evacuation of occupants.

RCH has also prepared relevant documents available to staff and / or the public to view:

- RCH Fire Safety Policy:

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River Clyde Homes recognises its responsibility to ensure that an effective Fire Safety Policy is in place to promote the safety and security of tenants, owners, staff and users of its homes and buildings and to protect the asset value of those buildings it owns and manages.

Operation of the Policy ensures RCH meets its legal requirements in the management of Fire Safety. The principle legislation and guidance in this area is as follows:

The Health & Safety at Work Act 1974
The Fire (Scotland) Act 2005
The Fire Safety (Scotland) Regulations 2006
The Management of Health & Safety at Work Regulations 1999
The Health and Safety (Safety Signs and Signals) Regulations 1996

## 2 Line Management Responsibility

### Senior Manager will:

- Ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- Ensure that a Fire Co-ordinator is appointed for their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- Ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection. Ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- Ensure that fire, security, and health and safety arrangements at each premise are complementary.
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### Health & Safety Advisor will:

- Ensure that fire risk assessments are carried out for their workplace, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- Ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- Ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;

- Ensure that a robust and effective emergency plan is in place to safely evacuate all persons, whether employees, visitors or contractors. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- Ensure that employees are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- Ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- Ensure that effective arrangements are in place for contacting the emergency services;
- Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, etc.

#### Asset Maintenance Manager will:

- Assist and support with the preparation and review of fire safety risk assessments;
- Ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- Prepare and review the emergency plan issued;

- Ensure information on fire safety arrangements is available to service users and visitors;
- Ensure all employees and, where appropriate, contractors are instructed in the emergency plan.
- Arrange and review fire drills at a frequency of not less than 12 months;
- Specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to a safe exit. Where appropriate, a PEEP must be developed;
- Ensure Fire Alarms are regularly tested at the recommended frequency, e.g. weekly;
- Monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- Keep the fire log book up to date;
- Ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- Ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- Ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and

- Ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

Employees must:

- Ensure they are familiar with the emergency plan for their workplace/building and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- Know, and co-operate with, the Fire Co-ordinator for their workplace;
- Report to their manager or supervisor any concerns about fire safety;
- Be familiar with all escape routes;
- Not wedge fire doors open, nor block or obstruct them or escape corridors;
- Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- Promptly evacuate the premises, Immediate and Progressive Evacuation strategies, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and DO NOT attempt to extinguish a fire unless they have been specifically trained;
- Comply with the River Clyde Homes No Smoking Policy.



### 3 Statement of Intent

River Clyde Homes recognises its duty to comply with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and other relevant legislation and guidance. It is the objective of the RCH to ensure that the promotion of fire safety is a mutual objective for employees at all levels of the organisation and that they understand their duty to, so far as is reasonably practicable, identify fire hazards within their workplace and implement measures to eliminate, reduce or control them.

In particular, RCH aims to ensure that:

- Adequate resources are available to maintain high standards in fire safety;
- Fire risk assessments are carried out in all relevant premises and reviewed annually and re-assessed as and when necessary;
- Fire related training, instruction, information and supervision is provided to enable employees to perform their duties safely and efficiently;
- Procedures are in place to enable employees to work safely by assessing risks and implementing and monitoring controls;
- All fire safety equipment, installations and systems are maintained in a safe condition;
- Contractors and suppliers are committed to achieving and adhering to relevant fire safety standards;

- Fire related incidents are investigated in a timely manner to identify immediate, root and underlying causes and the measures required to reduce or eliminate the likelihood of recurrence;
- Fire safety performance continually improves.
- All employees are aware of their duty to co-operate with the Fire Safety Policy by:
  - Adhering to fire safety related training, instruction, information and supervision, including this Policy and the Fire Risk Management Procedure;
  - Working safely, taking reasonable care of their workplace;
  - Not interfering with, misusing or wilfully damaging anything provided by RCH in the interests of fire safety;
  - Reporting incidents that have led to, or may lead to a fire.
- To ensure the Fire Safety Policy remains effective, RCH will:
  - Review it at regular intervals, when significant changes are made to fire safety legislation or guidance or when related policies and procedures are amended;
  - Present any changes to the Board of Management for annual approval;
  - Make employees aware of any changes;

- Communicate and consult employees, trade union representatives and contractors by bringing the Policy to their attention through induction and continued training;

#### 4 Policy and how it will be reviewed

Fires have the potential to cause loss of life, major injury and damage to our assets, as well as affecting our service delivery. River Clyde Homes is committed to providing a safe and secure environment for all its employees, residents, visitors and contractors.

In order to achieve this goal, it is the policy of RCH to avoid fires from starting by the introduction of appropriate risk management arrangements, including:

- Identification of fire hazards.
- Assessment of fire risks.
- Provision and maintenance of appropriate preventative and protective measures.
- Training of staff.
- Monitoring and reviewing these arrangements to ensure their effectiveness.

The Policy will be reviewed annually and will be updated and approved by the Performance and Service committee every three years or sooner in light of any new legislation or regulation impacting on Fire Safety or through any issues requiring alteration from RCH system audits.

## 5 Access and Communication

RCH is committed to ensuring that our services are accessible to everyone. RCH will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for us or use our services.

## 6 Equality, Diversity and Human Rights

RCH is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Gender Re-assignment, Sexual Orientation, maternity, pregnancy, marital status and Religion and/or Belief.

RCH will also ensure that all services and actions are delivered within the context of current Human Rights legislation. Staff and others with whom RCH works will adhere to the central principles of the Human Rights Act (1998).

This Policy should be read in conjunction with:

River Clyde Homes Health and Safety Policy – Revision 1

## 7 Complaints

Any complaints in regard to Fire Safety are dealt with in line with the RCH Complaints Policy. Complaints can be submitted:

**Online:**

[www.riverclydehomes.org.uk](http://www.riverclydehomes.org.uk)

**Mail:**

102-112 Roxburgh Street,  
Greenock,  
PA15 4JT

**E-mail:**

[customerexperience@riverclydehomes.org.uk](mailto:customerexperience@riverclydehomes.org.uk)

**Telephone:**

0800 013 2196

## 8 Implementation

Customer Experience staff will receive training to ensure awareness of the RCH Fire Safety Policy to be able to direct any customer enquiries they may receive.

The Executive Directors have ultimate responsibility for the operation and effective implementation of the Policy and for ensuring it is reviewed in line with the schedule outlined in section 3 of the Policy.

## 9 Consultation

RCH staff and those who have specific responsibilities in the management of Fire Safety have been consulted in the development of this Policy.

## 10 Approval, Formulation & Review of Policy

Responsible committee for approving and monitoring implementation of the Policy and any amendments to it	Performance & Service Committee
Responsible person for formulating Policy and reporting to committee on its effective implementation	RCH – Executive Director
Responsible person for formulating, reviewing and monitoring implementation of procedures	RCH – Head of Asset Planning & Development

## 11 Amendment Log

Date of revision:	Reason for revision:	Consultation record:	Record of amendments:
12-12-2017	Major Change Review	See section 9	Not applicable