



MUIRHOUSE HOUSING ASSOCIATION

Title of Policy: Fire Safety

Date of Adoption or Last Review: 24 September 2018

Lead Officer: Grit Nielsen, Corporate Services Team Leader

Date of Next Review: September 2021

Policy: Fire Safety

1. **Introduction**

Fire safety refers to precautions that are taken to-

- Prevent or reduce the likelihood of a fire starting
- Alert inhabitants of a building if a fire starts
- Enable those that are threatened by a fire to survive
- Reduce the damage caused by a fire.

The work conducted by MHA has the potential to expose employees to risks associated with fire.

The purpose of this procedure is to demonstrate how we will prevent or control the risks in relation to fire.

We will show how we meet the requirements of the Health & Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, and amongst other statutory provisions, the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005,

We will-

- Ensure that a fire risk assessment is carried out and reviewed annually or as appropriate
- Provide fire safety measures as indicated by that risk assessment

2. **Purpose**

The purpose of this policy is to ensure that the risk of accident/incident and/ or injury arising from a fire is either prevented or adequately controlled.

3. **Scope**

This policy outlines the management of fire hazards to assist in the prevention of accident/incident and/or injury. This procedure covers all areas of our activities throughout the business.

4. **Roles and Responsibilities**

The Chief Executive is responsible for implementing this policy and will delegate such functions as necessary to the Corporate Services Team Leader to ensure the effective day-to-day operation of our fire safety arrangements.

Where the responsibility to carry out risk assessments is delegated to someone other than the Corporate Services Team Leader, the individual will be a competent person and have the necessary expertise to carry out the task competently.

Managers are responsible for-

- Implementing this procedure in their area of responsibility
- Ensuring fire hazards are identified
- Completing additional risk assessments if necessary
- Ensuring employees are consulted in relation to fire hazards and the development of risk control measures

Employees are responsible for-

- Using control measures so that they or others are not at risk of accident/incident and/or injury
- Reporting hazards associated with fire and consulting on appropriate risk control measures with the Corporate Services Team Leader or their Line Manager.

5. **Procedure**

The management of fire safety will be carried out in accordance with this policy, relevant legislation and HSE Guidance.

We will ensure that-

- An evaluation of the working arrangements against the risk of accident/incident and/or injury (a risk assessment) is carried out and reviewed annually.
- We will also use the relevant Government Guides as an aid to our fire risk assessment.
- We maintain fire safety measures as identified by our risk assessment.
- We have an emergency evacuation plan in place in the event of a fire and we test its robustness on a biannual basis. The evacuation plan takes into account the impact on properties directly above the office.
- The fire alarm is tested weekly by the staff, and annually by the maintenance contractor.
- The fire extinguishers are also tested annually.
- We have the electrical systems tested, with Portable Appliance Testing (PAT) carried out annually and Electrical Installation Condition Records (EICR) every three years.
- We keep all appropriate records and registers on the tests.
- Fire safety training is mandatory for the dedicated fire officers and training is provided to employees as required.

6. **Review of Policy**

We review this policy every three years or more frequently if significant changes occur.