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Policy Name	Fire Safety Policy
Policy Author	Property Manager
Approved by Sub Committee	N/A
Approved by Management Committee	Sept 2026
Latest date of Next Review	Sept 2030

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.



Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under WWHC and Community Benefit Societies Act 2014

1. Introduction

- 1.1 Fire is a potential risk for any property, and the assessed level of risk and mitigation measures are considered within our risk register. It is significantly important that West Whitlawburn Housing Co-operative (WWHC) comply with any statutory or regulatory requirements in relation to fire safety for all WWHC assets, including common areas of flatted domestic accommodation, and provide assurance that we have robust processes in place.

2. Scope

- 2.1 This Fire Safety Policy applies to all premises and dwellings which are to any extent under the control of West Whitlawburn Housing Co-op as a landlord, and employer – this includes our office premises, homes, and blocks we own and manage. Its requirements extend to all persons at those premises including customers, staff, visitors and contractors.

3. Policy Aim and Objectives

- 3.1 The Fire Safety Policy aim is to ensure that WWHC effectively administers compliance with its obligations in relation to fire safety and fire risk assessments in our non-domestic buildings and the common areas of flatted domestic premises.

- 3.2 Policy objectives include:

- taking all reasonably practicable steps to ensure fire safety within common areas of flatted domestic premises and non-domestic buildings;
- maintaining WWHC's housing stock in accordance with the relevant and applicable legal requirements;
- ensuring that systems are in place to enable compliance with the required landlord duties in relation to fire safety and fire risk assessments in the common areas of flatted domestic premises;
- procuring appropriately qualified consultants to carry out fire risk assessments in line with legislative / regulatory requirements; and
- Collecting and using asset management data in relation to fire safety of WWHC's stock to make informed financial decisions on maintaining the stock.

3.3 Expected Outcomes

Key outcomes of operating an effective Fire Safety Policy include:

- ensuring that properties are well maintained, safe, secure and in line with the SHQS;
- providing compliance assurance in relation to fire safety and fire risk assessments in the common areas of flatted domestic premises; and
- delivering value for money.

3.4 Informing and Involving Stakeholders

WWHC considers Fire Safety matters under 3 main headings:

- Technical
- Operational
- Communications

3.5 We will promote our Fire Safety Policy through our newsletter, website and Tenant's handbook. Where we plan to make significant changes to the policy, we will consult with the Management Committee and tenant members in line with WWHC's policies.

4. Legislation and Best Practice

4.1 The Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 are the key pieces of legislation in Scotland regarding fire safety.

4.2 The 2005 Act provides a broad approach to fire safety and is complemented by more detailed provisions contained in the 2006 Regulations. This legislation covers a wide range of fire safety obligations and expected standards and places a clear duty on employers to carry out Fire Safety Risk Assessments (FRA's) and to ensure the safety of employees/occupants in workplaces and other "relevant premises".

4.3 WWHC will also comply with all relevant legislation and associated regulations, including:

- The Health & Safety at Work Act 1974;
- The Civic Government (Scotland) Act 1982 in relation to domestic dwellings, Section 93 of this Act requires occupiers

to keep common property free of combustible substances and anything which might obstruct egress from and access to the property in the event of fire;

- Scottish Housing Quality Standard (SHQS);
- The Housing (Scotland) Act 1987 (Tolerable Standard) Order 2019;
- The Housing (Scotland) Act 2010;
- Data Protection Act 2018;
- Construction (Design and Management) Regulations 2015;
- Building Regulations / Technical Standards; and
- The Scottish Social Housing Charter.
- British Standard BS5839-6:2019(+A1:2020);
- Electrical Equipment (Safety) Regulations 2016 (Note that the Electrical Equipment (Safety) Regulations 1994 were revoked on 8 December 2016 but continue to apply to relevant products placed on the market prior to this date);
- The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010);
- 'Practical fire safety – existing high rise domestic buildings: guidance – updated March 2021';
- BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996;
- BS 9991:2015 Fire safety in the design, management and use of residential buildings. Code of practice;
- The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019; and
- Non automatic fire-fighting systems in buildings. Code of practice BS 9990:2015.

5. Responsible Person and Duty Holder

- 5.1** WWHC's Director is the Duty Holder and has responsibility for overseeing the implementation of the Fire Safety Policy. The named Duty Holder is Grant Clayton.
- 5.2** The Property Manager is the Responsible Person for key aspects of the day-to-day fire safety duties with delegation of specific tasks to appropriate staff.
- 5.3** For office premises and Whitlawburn Community Resource Centre (WCRC) premises, the Director has overall responsibility for Fire Safety matters.

5.4 For the office premises, the Corporate Services Officer and Concierge Manager are the Responsible Persons for key aspects of the day-to-day health and safety matters, including fire safety, with delegation of specific tasks to appropriate staff.

5.5 The Centre Manager is the Responsible Person for the WCRC and has day to day responsibility for the WCRC.

5.6 Management Committee will receive regular fire safety KPI updates and any Fire Safety Policy review so that they can have assurance that it is operating effectively.

6. Equalities

6.1 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing the Fire Safety Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

7. Key Principles

7.1 Funding

7.1.1 WWHC will allocate sufficient resources from within its budgets to manage fire safety and fire risk assessments.

7.2 Common areas

7.2.1 It is our regulatory duty to ensure that we maintain facilities such as equipment and devices for the use by or protection of fire fighters – this includes emergency lighting and dry risers.

7.2.2 WWHC operates a zero-tolerance approach to the storage of personal belongings in communal areas. Residents must not store or leave any items in landings, stairwells, corridors, or any other shared areas.

7.2.3 Communal areas are inspected regularly by WWHC staff. Where items are found to be stored in these areas, appropriate action will be taken in accordance with WWHC's policies and procedures.

7.3 Emergency lighting

- 7.3.1** Annual testing will be carried out to all emergency lighting to make sure that the batteries are run down for 3 hours and then will accept a recharge. A monthly maintenance check will also be carried out to ensure that all emergency lighting and batteries etc. are functional.

7.4 Smoke and Heat detectors

- 7.4.1** As per the Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criterion) Order 2019 WWHC will provide:

- one smoke alarm in the room most frequently used for general daytime living purposes;
- one smoke alarm in every circulation space on each storey, such as hallways and landings; and
- one heat alarm in every kitchen.

- 7.4.2** All alarms will be ceiling mounted and will be interlinked.

- 7.4.3** WWHC will install Carbon Monoxide detectors where there is a carbon fuelled appliance or a flue.

- 7.4.4** In WWHC's Multi-Storey Flat (MSF) blocks, the smoke alarms in all properties are linked to the concierge station via the GDX door entry system. Concierge are alerted to all smoke alarm activations, including false alarms from each specific flat location. Concierge will immediately call the tenant via the controlled entry system as soon as an alarm activation is received to confirm all is ok with the tenant. If the Concierge check call is not answered, a 999 call is made, and the MSF procedures are implemented.

- 7.4.5** All alarms are checked annually to ensure that the system functions properly and is in good working order.

7.5 MSF Dry Risers

- 7.5.1** These will be checked every 6-months by an appointed specialist to make sure that the system functions properly and is in good working order. The checks include an annual pressure test in accordance with BSEN 9990 2015.

7.6 MSF Lifts

- 7.6.1** WWHC has 2 lifts in each of the six towers which are split level, each lift serving odd and even floors. Each lift has a 'fire service control'

function. However, it should be noted that WWHC lifts are not defined as “firefighting lifts”.

7.7 Signage

- 7.7.1** Where required, fire action signs will be placed in landings, doors and common areas. Where fire safety signs are provided, they will be in accordance with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996.

8. Contractors

- 8.1** WWHC operates a works order number system. Any contractor entering a WWHC, block, flat or house will be provided with a specific job order for those works and any required information in relation to fire safety matters where required.

8.2 Risk Assessments and Method Statements (RAMS)

- 8.2.1** Generic Risk Assessments have been provided by contractors for day-to-day tasks. For more complex or specialist works, specific RAMS and pre-construction information will be required before work begins.

8.3 Hot Works and Hot Works Permits

- 8.3.1** Hot works are generally prohibited within WWHC’s blocks. Any new specified pipework or repairs to pipework is done in push or crimp fitting where there is no requirement for soldering works.

- 8.3.2** In exceptional circumstances where there is no alternative and hot works cannot be avoided, WWHC will issue a hot works permit which must be completed before and after the works along with a site-specific RAMS for the works.

8.4 Fire Stopping

- 8.4.1** As a form of passive fire protection, fire stopping is a vital component in the safety and integrity of a building. It plays a key role in preventing the spread of flames, smoke, and toxic gases, to allow building occupants time to evacuate safely.

- 8.4.2** Where any penetrative work takes place, we will ensure that suitably tested materials are used which will restore the correct fire resistance, and where required, obtain third party certification.

9. Doors

9.1 Common Area Doors

- 9.1.1** Within WWHC's flatted properties, all front entrance doors, sub landing doors and escape stair doors have a minimum 30-minute rating. These doors will be subject to routine checks and repairs as required.
- 9.1.2** WWHC has noted recent Scottish Government guidance in relation to 60-minute door sets, and these will be installed as part future planned replacements works.

9.2 Flat Internal Doors

- 9.2.1** Within WWHC's flatted properties, all living room doors have a minimum 30-minute fire rating and are fitted with self-closing hinges.
- 9.2.2** During any void property inspections, WWHC will confirm this door is in place and ensure it has been recorded. Where this is found not to be the case void work instructed will include supply and fit a replacement 30-minute fire rated door.
- 9.2.3** In circumstances where a let property is identified as not having an adequate internal fire door, the current tenant will be asked to confirm they have written approval to have altered the internal fire door between living room and hall. In any cases where approval has not been granted, the current tenant will need to replace the door with an adequate internal fire door approved by WWHC. WWHC will also offer to do the work on a rechargeable repair basis.
- 9.2.4** Where there is dubiety as to whether the current tenant changed the internal fire door between the living room and the hall WWHC will replace the internal fire door to the required standard.

10. Planned Inspections and Fire Risk Assessments

10.1 Joint Quarterly Inspections

- 10.1.1** WWHC carries out routine quarterly inspections jointly with Scottish Fire and Rescue Service. Any technical defects or other non-compliance issues such as bulk refuse on landings are actioned timeously.

10.2 Fire Risk Assessments (FRA)

10.2.1 WWHC will appoint a suitably qualified consultant to carry out a FRA review every 3 years or sooner if required by the Fire Risk Assessor, any major building alterations, statutory, regulatory or best practice requirements.

10.2.2 Improvement actions identified by the fire safety risk assessments will be prioritised as an Action Plan and will either be dealt with immediately or added to the planned maintenance plans, depending on the urgency of the action.

11. Fire Safety Home Checks

11.1 Scottish Fire and Rescue Service provide free home checks and information on how to access this service will be provided to new tenants in their sign-up pack. Tenants will be encouraged to take advantage of the free home check once they have settled into their new home and as part of regular newsletter updates for existing tenants.

12. Procedures in the Event of a Fire

12.1 'Stay Put' Procedures and Definition

12.1.1 In line with current guidance for flatted properties, WWHC has a 'stay put policy' in the event of a fire, defined as follows:

'Strategy normally adopted in blocks of flats and maisonettes, whereby, when a fire occurs in a flat or maisonette, the occupants of that dwelling evacuate, but occupants of all other dwellings can safely remain in their dwellings unless directly affected by heat and smoke or directed to leave by the fire and rescue service' (Source: BS 9991).

12.2 Concierge Procedures in the Event of a Fire (MSF's only)

12.2.1 In the event of a fire within the MSF's, WWHC's Concierge Team will release the automatic door systems providing the Scottish Fire and Rescue service immediate access to the blocks and dry riser facilities.

12.2.2 Concierge will also activate the 'fire service control' function on the lifts for the arrival of Scottish Fire and Rescue Service.

12.3 WWHC Office and WCRC

- 12.3.1** Fire evacuation procedures and fire assembly points will be clearly displayed at all premises that are required.

13. Record Keeping

- 13.1** WWHC are responsible for keeping documented record of any fire safety equipment testing, inspection and maintenance as per regulations and good practice guidance.

- 13.2** All documents are recorded as per WWHC procedures.

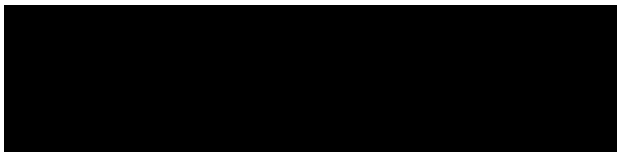
14. Training

- 14.1** WWHC will ensure that all staff are adequately trained in fire safety in case of a fire. Specific training for designated Fire Wardens will be provided and will be periodically refreshed.

15. Policy Monitoring and Review

- 15.1** WWHC will review the Fire Safety Policy every three years or sooner if required by statutory, regulatory or best practice requirements.

- 15.2** Signed by the Duty Holder, Grant Clayton, Director



Equalities Impact Assessment

Policy/Project/Service Information			
Lead Officer	Property Manager		
Policy / Project / Service	Fire Safety Policy	New Policy / Project / Service or revision of existing?	Revision
Is this a reassessment following amendments being required at a previous assessment?	No		
Briefly describe the aims, objectives and purpose of the policy / project / service.	The Fire Safety Policy is in place to ensure that WWHC effectively administers compliance with its obligations in relation to fire safety and fire risk assessments in our non-domestic buildings and the common areas of flatted domestic premises.		
Who is intended to benefit from the policy / project / service? (E.g. applicants, tenants, staff, contractors)	All persons who live in or access WWHC's buildings, this will include tenants, visitors, members of the public, staff and contractors.		
What outcomes are wanted from this policy / project / service? (E.g. the measurable changes or benefits to members/ tenants / staff)	To operate within legislative requirements in relation to fire safety.		

Consultation
Who have you engaged and consulted with as part of your assessment? No consultation has been undertaken as maintenance of electrical systems is a legal requirement.

Equalities Impact Assessment			
Which protected characteristics could be affected by the policy, practice, or service?		Identify any positive impact/s that could result for each of the protected characteristic groups.	Identify any negative impact/s that could result for each of the protected characteristic groups.
Age			
Disability			
Gender Reassignment			
Marriage & Civil Partnership			
Race			
Religion/Belief			
Pregnancy/Maternity			
Sex			
Sexual Orientation			

Action Plan To Mitigate Negative Impact		
What action/s are required to address the impacts arising from this assessment?		
Protected characteristics	Action	Implementation Date
Age		
Disability		
Gender Reassignment		
Marriage & Civil Partnership		
Race		
Religion/Belief		
Pregnancy/Maternity		
Sex		
Sexual Orientation		
Human Rights		

Final Decision	Tick relevant box	Include explanation where appropriate
Approved for implementation without change	X	
Amend or change the Policy/Project/Service		
Continue the Policy/Project/Service without change (despite impact)		
Stop the Policy/Project/Service		
Lead Officer Signature		H Lochran
Date		18/09/2026
Date approved by Management Committee/ Sub Committee		29/09/2026