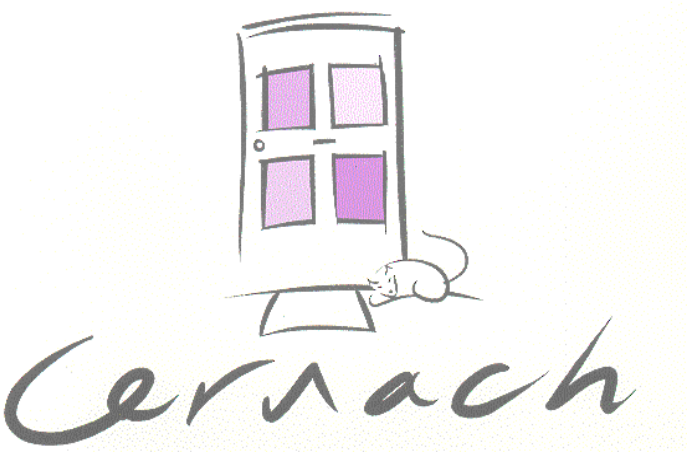
CERNACH HOUSING ASSOCIATION

LIMITED



Fire Safety Policy

Date Approved by Operation Sub Committee: 12 November 2026

Date Issued to Staff 16 November 2026

Due for Review: November 2029

1. Introduction

1.1 Cernach Housing Association Limited (Cernach HA) is a registered social landlord in Scotland. It is committed to protecting tenants, household members, visitors, employees, contractors, emergency responders and others who may be affected by fire in its homes, common areas, workplaces and other premises.

1.2 The purpose of this policy is to establish a risk-based framework for preventing fire, protecting life, maintaining effective fire-safety measures and securing compliance with applicable Scottish legislation, regulatory requirements, building standards and recognised guidance.

1.3 This policy applies to all homes and premises owned or managed by Cernach HA, including general-needs housing, blocks of flats, common areas, workplaces and any specialised housing or houses in multiple occupation for which the Association has responsibility (CIC). Detailed controls will be proportionate to the building, tenure, occupancy, fire strategy and findings of the relevant fire-safety risk assessment.

1.4 Cernach HA will maintain a current property and fire-safety asset profile identifying the homes, blocks, common areas, offices, mixed-tenure buildings and any specialised premises to which particular controls apply.

1.5 The Senior Maintenance Officer is the policy owner. Day-to-day responsibilities will be allocated through job descriptions, the fire-safety management arrangements and supporting procedures, with deputies identified to ensure continuity.

2. Definitions

Common area – any part of a building provided for shared use, including entrances, corridors, stairs, landings, bin stores and green spaces (front/back gardens to a block of flats).

Competent person – a person with sufficient training, knowledge, experience and other qualities to undertake the relevant fire-safety task properly, recognising the limits of their competence.

Fire-safety risk assessment – a suitable and sufficient assessment of fire hazards, people at risk, existing precautions and any further measures required.

Relevant premises – premises to which Part 3 of the Fire (Scotland) Act 2005 applies, including Cernach HA workplaces and non-domestic parts of premises, subject to statutory exclusions.

Stay put – a building-specific evacuation strategy under which residents not affected by fire normally remain in their homes unless directed otherwise. It will only be used where supported by the building's fire strategy and current risk assessment.

3. Related Policies and Procedures

This policy should be read with Cernach HA's current:

- Health and Safety Policy.
- Asset Management Strategy.
- Repairs and Maintenance Policy and emergency-repair arrangements.
- Fire-risk assessment, remedial-action and escalation procedures.
- communal-area and estate-management procedures.
- void, tenancy-start and access procedures.
- procurement, contractor-management and construction-design-management arrangements.
- equality, data-protection, complaints and notifiable-events policies.
- business continuity and major-incident arrangements.

Supporting procedures will contain operational detail, responsible posts, inspection frequencies, record requirements and escalation routes. Where

a procedure conflicts with this policy or current law, the higher or more current requirement will apply.

4. Legal and Regulatory Framework

Cernach HA will comply with applicable requirements and have regard to current guidance, including:

- Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.
- Housing (Scotland) Act 1987 tolerable standard, including satisfactory fire, smoke, heat and carbon-monoxide detection.
- Housing (Scotland) Act 2001, Housing (Scotland) Act 2010, the Scottish Social Housing Charter and Scottish Housing Quality Standard.
- Building (Scotland) Act 2003, Building (Scotland) Regulations 2004 and current Scottish technical handbooks.
- Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, and other relevant workplace-safety legislation.
- Civic Government (Scotland) Act 1982 and applicable HMO licensing requirements.
- Practical fire-safety guidance for high-rise domestic buildings, specialised housing, sleeping accommodation and non-residential premises.
- Scottish Fire and Rescue Service guidance and relevant British Standards, where appropriate; and
- Scottish Housing Regulator requirements on tenant and resident safety, assurance and notifiable events.

Where legislation, standards or guidance change, Cernach HA will apply the current requirement and update associated procedures without waiting for the next scheduled policy review.

5. Fire, Smoke, Heat and Carbon Monoxide Alarms

5.1 Every home will have satisfactory, ceiling-mounted and interlinked smoke and heat alarms, a smoke alarm in the principal daytime living room; a smoke alarm in every circulation space on each storey; and a heat alarm in

every kitchen. Alarms are installed in accordance with the recommendations contained in BS EN14604:2005 & BS 5446-2:2003.

5.2 Alarms will be mains powered or use sealed tamper-proof long-life (10 Year) batteries, be selected and installed to applicable standards and manufacturer instructions and be positioned so that they provide effective warning.

5.3 Carbon monoxide alarms will be provided where required and comply to will comply with British Kitemark EN 50291-1:2018 and the Smoke and Carbon Monoxide Alarm Regulations 2022. Alarms will be installed in rooms containing fixed combustion appliances or associated flues.

5.4 Cernach HA will verify that alarms are present and operational at the start of each tenancy (void period) and will complete and record a functional check of all smoke, heat and carbon-monoxide alarms in every property annually. In properties receiving an annual gas service, this check will be completed during that service. Defective alarms will be repaired or replaced as soon as reasonably practicable according to risk and the emergency-repair standard.

5.5 Tenants will be advised to test alarms on a weekly basis.

5.6 Specialised alarms will be given to tenants who have a disability, an impairment or special needs (e.g. smoke alarms with a vibrating pad, flashing light etc.). These will be installed in addition to smoke alarms, heat alarms or carbon monoxide detectors.

5.7 Where a property is held in shared ownership, responsibilities for compliance with this standard will be set out in the tenancy/ occupancy agreement. Proportion owners will be informed of the requirement to comply with this standard and all reasonable steps taken to achieve compliance.

6. Emergency Lighting

6.1 For blocks of flats and maisonettes, emergency lighting will be present in all communal areas and common escape routes. Where the emergency lighting provision is under the control of a third party (e.g. Local Authority), all reasonable steps will be taken to communicate with the third party in an attempt to ensure compliance with the procedures below.

6.2 Systems will automatically illuminate following failure of the normal supply and will be inspected, tested and maintained by competent persons at frequencies set by the applicable standard, manufacturer instructions and risk assessment.

6.3 Routine functional tests and periodic full-duration tests will be recorded. Defects affecting safe escape will be risk assessed immediately and temporary measures or urgent repairs implemented.

7. Compartmentation, Fire Doors and Building Alterations

7.1 Cernach HA will maintain the fire-resisting construction, compartmentation, service penetrations, fire-stopping, fire doors and self-closing devices provided to restrict the spread of fire and smoke.

7.2 Common-area and flat-entrance fire doors under the Association's control will be inspected at risk-based frequencies by the Maintenance Officers employed by Cernach HA. Defects will be prioritised according to risk, recorded and tracked to completion.

7.3 Residents must not replace, alter, remove or disable flat-entrance doors, self-closers, fire-stopping or other fire-safety features without the Association's prior written permission and any required statutory approval.

7.4 Planned works, repairs and alterations will be subject to change control. Fire strategies and fire-safety information will be consulted, competent contractors used, and penetrations reinstated with suitable tested systems. Building-warrant approval will be obtained where required.

8. Means of Escape and Common Areas

8.1 Escape routes and final exits under Cernach HA's control will be kept available, adequately lit, appropriately signed and capable of being opened from the escape side without a key where required. Common areas will be managed to prevent combustible storage, obstruction and interference with fire-safety equipment.

9. Smoke Control and Ventilation

9.1 Natural and mechanical smoke-control systems will be maintained in accordance with the building design, fire strategy, risk assessment, manufacturer requirements and applicable standards.

9.2 Routine inspections and tests will confirm that vents, shafts, dampers, controls and power supplies operate as intended. Defects will be recorded, risk assessed and rectified within an appropriate timescale.

9.3 Alterations must not compromise protected routes, compartmentation or the operation of smoke-control systems.

10. Firefighting and Suppression Systems

10.1 Sprinklers systems and other automatic fire-suppression systems will be provided where required by building standards, the building design, a fire strategy or risk assessment, and will be inspected, tested and maintained by competent persons.

10.2 Portable fire extinguishers will not normally be provided in domestic dwellings or common residential areas unless a specific risk assessment identifies a need. Where provided in workplaces or other premises, equipment will be suitable, maintained and supported by appropriate instruction or training.

10.3 Dry and wet rising mains, hydrants, firefighting shafts, fire-service switches, information boxes and other facilities for the Scottish Fire and Rescue Service will be maintained, inspected and tested at under BS 59990:2015 and frequencies required by applicable standards and the risk assessment.

10.4 Access routes, hard standings and entrances required for fire-service operations will be kept available. Significant defects or impairments will be notified promptly to the Senior Maintenance Officer and where appropriate, the Scottish Fire and Rescue Service.

11. Furniture, Furnishings and Combustible Materials

11.1 Furniture and furnishings supplied by Cernach HA will ensure they are fully compliant with the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2025.

12. Evacuation and Resident Fire-Safety Information

12.1 Fire evacuation procedures and fire assembly points will be clearly contained in tenancy handbooks or tenancy start-up packs which will be issued to all tenants at the start of a tenancy.

12.2 Information will be accessible and available in alternative formats. Where Cernach HA knows that a resident may need assistance to understand or act on fire-safety information, it will consider reasonable, lawful and proportionate measures with the resident and relevant partners, while keeping personal information secure.

12.3 Evacuation drills, staff training and emergency plans will be provided for workplaces and other premises where required by risk assessment or applicable guidance by Cernach HA. HMOs and specialised housing evacuation drills, staff training and emergency plans will be provided by the supported housing services (Real Life Options/ Main Stay).

13. Signage and Fire Action Notices

13.1 Fire action notices, directional signs and other safety signs will be provided where required by risk assessment, be suitable for the building and evacuation strategy, and be kept legible and up to date. Where fire safety notices are provided, they will be in accordance with BS EN ISO 7010 and the Health and Safety (Safety Signs and Signals) Regulations 1996.

14. Inspection, Maintenance, Repairs and Records

14.1 Fire-safety systems, equipment and passive protection under Cernach HA's control will be included in an asset register and subject to planned inspection will be undertaken by the Maintenance Officers. Testing, servicing and maintenance will be undertaken by a qualified framework contractor appointed by Cernach HA.

14.2 Repairs will be prioritised according to risk and completed within the timescales set by Cernach HA. Where a repair materially reduces protection, Cernach HA will implement interim measures, escalate the issue and complete the repair as soon as reasonably practicable.

14.3 Records will demonstrate the property, asset, date, findings, responsible person, defects, interim controls and completion of remedial action. Compliance data will be subject to quality checks, management reporting and periodic independent assurance.

14.4 Every property within Cernach HA's housing stock will have an EICR completed by a qualified framework contractor appointed by Cernach HA at intervals not exceeding five years, or sooner where required by the previous report, the condition or use of the installation, a change of tenancy, or applicable legal or technical requirements. Any remedial work will be risk-prioritised, recorded and tracked to completion.

15. Access and Facilities for the Fire and Rescue Service

15.1 Cernach HA will maintain reasonable access and facilities provided for the Scottish Fire and Rescue Service, including access routes, entrances, rising mains, smoke-control interfaces and available building information, in accordance with the building design and risk assessment.

16. Fire-Safety Risk Assessment

16.1 Suitable and sufficient fire-safety risk assessments will be completed by qualified framework contractor appointed by Cernach HA for relevant premises and for residential buildings where assessment is necessary to manage common-areas, specialised-housing or other material fire risks. Assessments will consider the building, occupants, fire strategy, means of escape, compartmentation, external walls, ignition sources, management arrangements, vulnerable persons and fire-service facilities.

16.2 Fire-safety risk assessments will be reviewed annually and after significant change, fire, near miss, material defect, alteration, change in occupancy or

use, or new information indicating that the assessment may no longer be valid.

16.3 Actions will have a named owner, target date and risk priority. Overdue or high-risk actions will be escalated, and closure will be evidenced and independently checked where appropriate.

16.4 Cernach HA will maintain an accurate register of buildings requiring assessment, assessment dates, review dates, significant findings and action status.

17. Roles, Responsibilities and Communication

17.1 The Management Committee has overall responsibility for governance and will obtain appropriate assurance that Cernach HA is meeting its legal and regulatory tenant-safety duties.

17.2 Senior Maintenance Officer is responsible for implementing this policy allocating adequate resources, maintaining competent arrangements and the Operations Manager is responsible for reporting compliance, risks and significant failures to the Management Committee.

17.3 Employees and contractors must follow procedures, maintain competence, report hazards and defects promptly, preserve fire-safety measures and cooperate with investigations and audits.

17.4 Tenants and residents must take reasonable care, test domestic alarms as advised, report defects, keep escape routes clear, avoid unsafe practices and not interfere with fire doors, alarms or other fire-safety measures. Cernach HA will communicate these responsibilities in accessible formats.

18. HMOs, Workplaces, Commercial and Specialised Premises

18.1 Licensed HMOs, workplaces, commercial premises, sleeping accommodation and specialised housing will have additional controls required by fire law, licensing conditions, risk assessment and relevant Scottish Government guidance. These may include alarm and detection systems, emergency plans, drills, staff training, firefighting equipment, occupancy controls and personal emergency arrangements.

18.2 Lease and management arrangements will clearly allocate fire-safety responsibilities. Cernach HA will seek suitable assurance from tenants, agents or other duty holders where responsibilities are shared, without assuming that contractual allocation removes any statutory duty placed on the Association.

19. Incidents, Reporting and Regulatory Notification

19.1 Fires, unwanted fire signals, near misses and significant fire-safety failures will be reported, investigated proportionately and used to improve controls. Cernach HA will cooperate with the Scottish Fire and Rescue Service, enforcing authorities and insurers.

19.2 Statutory reports will be made where required. Material, significant or exceptional events that may affect tenant or resident safety will be considered promptly under the Scottish Housing Regulator's notifiable-events guidance and reflected in assurance reporting where appropriate.

20. Performance, Assurance and Audit

20.1 Management reporting will include, as appropriate, completion of risk assessments and reviews; overdue high-risk actions; alarm, fire-door and system compliance; defects and repair times; fires and near misses; access failures; training; and assurance over data quality.

20.2 Cernach HA will maintain evidence to support its Annual Assurance Statement and relevant Annual Return on the Charter submissions. Internal or independent audit will be commissioned periodically according to risk.

21. Equality, Data Protection and Consultation

21.1 Cernach HA will consider equality impacts, communicate accessibly and make reasonable adjustments. Information about residents' needs will be collected and shared only where lawful, necessary and proportionate, and managed in accordance with data-protection requirements.

21.2 Tenants and other relevant stakeholders will be consulted where required and their feedback considered when fire-safety arrangements materially affect them.

22. Customer Satisfaction

22.1 The Association is committed to achieving high level of customer satisfaction and continuous improvement. To support this, an independent tenant satisfaction survey will be carried out every 3 years, which includes questions on Fire Safety.

23. Complaints

23.1 The Association has a published Complaints policy & procedure, which can be used where there is dissatisfaction with this policy or the operation of this policy. Any tenant who feels aggrieved by their treatment under this policy can ask for a copy of the Association's complaints policy, which is available at the Association's office and on the website www.cernachha.co.uk. As with all our service policies, the complaints policy can be made available in large print, translated or on tape. Tenants also have the right to complain to the Scottish Public Services Ombudsman.

24. Staff Training

24.1 Cernach recognises that it is extremely important that the resourcing and training of staff is adequate to meet all the needs of its tenants. The Association is committed to making training relating to effective fire safety available to staff. Training should be updated as appropriate. Staff will be encouraged to network with other RSLs to share best practice in dealing with void management.

25. Policy Review and Tenant Consultation

25.1 The Association has developed this policy in consultation with its tenants and takes account of representations made.

25.2 The Association will make the policy available on its website.

25.3 The Operations Sub Committee will review the Fire Safety Policy every three years. This review will be brought forward if there is a need to respond to new legislation and/or policy guidance 21.3 With delegated authority, the Operations Sub Committee will approve this policy every 3 years. This review will be brought forward if there is a need to respond to new legislation and/or policy guidance.

Cernach Housing Association

Equality Impact Assessment Tool

Name of the **policy / proposal** to be assessed	Fire Safety Policy	Is this a **new policy / proposal or a revision**?	New Policy
Person(s) responsible for the assessment	Fraser Irving		
1. Briefly describe the **aims, objectives and purpose** of the policy / proposal	The aim of this policy is to establish a clear framework for managing fire safety risks across all properties and premises owned or managed by the Association. It aims to protect residents, employees, contractors and visitors from the risk of fire, ensure compliance with relevant legislation and regulatory requirements, and promote a safe living and working environment.		
2. Who is intended to benefit from the policy / proposal? *(e.g. applicants, tenants, staff, contractors)*	Staff, Tenants and owners/ Sharing Owners		
3. What **outcomes** are **wanted** from this policy / proposal? *(e.g. the benefits to customers)*	The Fire Safety Policy seeks to ensure that residents live in homes and buildings that are safe from fire risks and that appropriate measures are in place to protect life and property.		

	Customers will benefit from safer homes, improved protection of life and property, greater assurance that fire risks are being appropriately managed and a consistent approach to meeting fire safety standards across the Association's housing stock.

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

☐ Age ☐ Disability ☐ Marriage & Civil Partnership ☐ Pregnancy/ Maternity ☐ Race

☐ Religion or Belief ☐ Gender ☐ Gender Reassignment ☐ Sexual Orientation

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

While policy actions such as rent charges, arrear actions and recovery apply equally, there are some impacts upon groups which apply generally when communicating with our tenants and residents.

	Positive impact(s)	**Negative impact(s)**
6. Describe the **likely positive or negative impact(s)** the policy / proposal could have on the groups identified in part 4	The policy is expected to have a positive impact on all protected groups by helping to ensure the safety of residents, visitors, employees, and contractors through the effective management of fire risks. Particular consideration will be given to vulnerable individuals, including older people, disabled	

	people, and those with mobility or sensory impairments, through the implementation of Personal Emergency Evacuation Plans (PEEPs), accessible communication methods, and appropriate support measures	
7. What **actions** are **required** to address the impacts arising from this assessment? *(This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).*		

Signed: F.Irving (Job title): Senior Maintenance Officer

Date the Equality Impact Assessment was completed: 30/11/2026

Please attach the completed document as an appendix to your policy / proposal report