Name of Policy: Fire Safety Management Policy
(Ref: PS 33)

Purpose of Policy: To achieve compliance with the Scottish Housing Regulators Statutory Regulation Standards and to ensure that Manor Estates Housing Association meet all duties on Tenant and Residents Health and Safety compliance in relation to Fire Safety

Policy Monitoring Details	
Department	Property Services
Author	Neil Munro
Status	Group
Date SMT/Board Approval	26th August 2026
Planned Review Date	August 2029
Regulatory Outcomes Being Achieved	Regulatory Outcomes 2. Communication 4. Quality of Housing 5. Repairs, Maintenance and Improvements 13. Value for Money 14/15. Rents and Service Charges
Adherence with Association Values	• Committed. To our tenants and residents' safety • Agile. We will be a agile and robust organisation • People-Focussed. To ensure positive outcomes for tenants and residents • Professional. When dealing with damp and mould cases
Tenant Consultation Required	No
Equalities Impact Assessment	Initial

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1.	**Introduction**	
	1.1	Fire safety is a fundamental responsibility of our organisation and central to our mission to provide excellent quality affordable homes and services that create safe, resilient and inclusive communities. This Policy sets out how we prevent, manage, and respond to fire risks across our housing stock, ensuring full compliance with Scottish fire safety legislation. It also reflects guidance from the Scottish Fire and Rescue Service and incorporates Scottish Housing Regulator expectations. Our approach recognises that effective fire safety depends on clear procedures, robust property standards, and active collaboration between the housing association, tenants and our contractors. We aim to reduce fire risk through proactive maintenance, regular inspections, and the installation of appropriate fire detection and suppression systems. Equally, we support tenants by providing accessible information, encouraging safe behaviours, and ensuring they understand their role in maintaining a fire-safe home. This policy applies to all properties owned or managed by the association, all staff and contractors working within them, and our tenants and visitors. It outlines our responsibilities, the standards we uphold, and the actions we take to protect life, property, and community wellbeing. We recognise that legislation, guidance, and standards for ourselves as a social landlord in relation to fire safety are reviewed on an ongoing basis. It is our responsibility to respond to any changes and amend Policy and practice as needed to ensure new applicable standards and objectives are met.
2.	**Aims and Objectives**	
	2.1	The aim of this Policy is to ensure the effective inspection, maintenance and management of fire safety within premises we own and manage. This includes residential property including common areas. This Policy will be supported by a detailed Procedure. We will also seek to ensure fire safety practices and standards comply with current outcome of the Scottish Social Housing Regulator as follows: *"Registered Social Landlords must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes and comply with the Healthy, Safe and Secure elements of the Scottish Housing Quality Standard".*
3.	**Policy**	
	3.1	This Policy applies to all properties and fire safety equipment and systems owned or managed by us. Equipment and systems include: • Fire detection systems and alarms installations; • Domestic LD2 alarms; • Emergency lighting;

		• Fire-fighting equipment, including fire extinguishers and firefighting inlets; • Smoke control arrangements, including automatic opening vents; • Fire suppression systems; • Fire compartmentation and fire doors; • Fire evacuation; • Fire signage. We also recognise that certain Tenants and Residents items within communal areas may also be a cause for concern that will have to be addressed within any Fire Risk Assessment.
4.	**Legislative Information and Key Legal Requirements**	
	4.1	The purpose of this Policy is to ensure we meet our current obligations under the following legislation: This Policy is informed by and complies with: • Health and Safety at Work Act 1974 • Management of Health and Safety at Work Regulations 1999 • Fire (Scotland) Act 2006 • Fire (Scotland) Regulations 2006 • Housing (Scotland) Act 2001 • Housing (Scotland) Act 2006 • Construction (Design and Management) Regulations 2015 • Scottish Social Housing Charter • Scottish Housing Regulator Regulatory Framework • Scottish Housing Quality Standards
	4.2	We will take all reasonable measures to ensure our premises, including means of access or egress and plant provided for use, including firefighting equipment, are safe and without risk to health. We will also ensure the safety of our employees as well as tenants, residents and visitors. To ensure this we will: • Appoint – We will appoint a Competent Person to help discharge our legal duties; • Identify – We will carry out suitable and sufficient assessments of the risks at regular intervals to identify the general fire precautions we must take, record the significant findings and the persons identified as being at risk; • Undertake – We will manage the hazards or lack of suitable controls fire management controls found by taking corrective and remedial actions as required; • Record – We will keep a register of fire actions recording the due date to complete the action and the actual date of completion; • Inspect – We will implement a regular 'housekeeping' inspection programme of relevant areas and equipment; • Maintain and Replace – We will ensure all equipment is included on a planned inspection, maintenance and replacement cycle.