Community Counts
Milnbank
Housing Association
53 Ballindalloch Drive, Glasgow G31 3DQ

TO:	MHA Board
PREPARED BY:	Mark Smith (Director of Asset Management)
SUBJECT:	FIRE SAFETY POLICY
DATE OF MEETING:	9 June 2026
APPROVED BY:	Paul Martin (CEO)
VERSION NUMBER:	2
DATE OF LATEST VERSION:	June 2026

FIRE SAFETY POLICY

HAPPY TO TRANSLATE

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

MS/JUNE.2026/REF P83

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1 MILNBANK HOUSING ASSOCIATION (MHA) STRATEGIC OBJECTIVES

MHA's mission is to provide excellent homes and services in a thriving community. We believe that people living in the MHA community should:

- Have warm, safe, and affordable homes, and receive excellent services from MHA.
- Live in neighbourhoods that are clean and well cared for, with real community pride.
- Have access to opportunities and services that promote a good quality of life.

2 MHA's VALUES

Working as 'One Milnbank' so that we offer the same quality of services, support and housing to all tenants and residents.

3 LEGAL & REGULATORY COMPLIANCE

The Management Committee leads and directs MHA to ensure good outcomes for its tenants and other service users.

The key pieces of legislation in Scotland regarding fire safety are the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. The 2005 Act provides a broad approach to fire safety and is complemented by more detailed provision contained in the 2006 Regulations.

MHA are committed to ensuring that fire safety standards and practices comply with the current outcomes set by the Scottish Housing Regulator.

"Registered Social Landlords must meet all applicable statutory requirements that provide for health and safety of the occupants in their homes and comply with the Health, Safe and Secure elements of the Scottish Housing Quality Standards".

Other Legislation

In addition to the above MHA also strives to adhere to the following legislation:

1) Health & Safety at Work etc. Act 1974
2) Fire (Scotland) Act 2005
3) Fire Safety (Scotland) Regulations 2006, as amended
4) Fire and Rescue – Non-Domestic Fire Safety (Scottish Government)
5) Practical Fire Safety Guidance: The Evacuation of Disabled persons from Buildings (Scottish Government)
6) Practical Fire Safety for Existing Specialised Housing and Similar Premises: Practical Guidance. February 2022. ISBN: 978-1-80201-938-4 (Scottish Government)
7) Practical Fire Safety Guidance for Existing High-Rise Domestic Buildings. February 2022. ISBN: 978-1-80201-937-7 (Scottish Government)
8) BS 5839-6:2019+A1:2020
9) Building (Scotland) Regulations 2004

10) Domestic Technical Handbook (as revised)
11) Electrical Equipment (Safety) Regulations 1994
12) Furniture and Furnishings (Fire) (Safety) Regulations 1988
13) Gas Safety (Installation and Use) Regulations 1998
14) Health and Safety (Safety Signs and Signals) Regulations 1996

4. POLICY INTRODUCTION

The aim of this policy is to provide a robust fire safety framework which can be implemented to secure the safety and wellbeing of tenants, visitors and firefighters.

This policy applies to both domestic properties, for this MHA is a duty holder and has a responsibility to its tenants in terms of tenant safety, and also in relation to the Association's office premises and other commercial premises for which MHA has a duty.

This policy applies to MHAs staff and Management Committee members, given that the policy outlines their responsibilities with regards to fire safety.

5. PRINCIPLES OF THE FIRE SAFETY POLICY

The procedures detailed within this section are intended to facilitate the effective management of fire safety, ensuring that all reasonable steps are taken to comply with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and all other relevant legislation.

6. DEFINITIONS

Common Area – *"A common area is a portion of a property that is shared and used by multiple residents. This would include areas such as the lobby, stairway and hallway."*

Compartmentation – *"subdivision of a building by fire-resisting walls and/or floors for the purpose of limiting fire spread within the building."*

Competent Person – *"person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly."*

Dwelling – *"a house, flat, or other place of residence."*

Emergency Lighting – *"lighting provided for use when the supply to normal lighting fails."*

Fire Door – *"door or shutter provided for the passage of people, air or objects which, together with its frame and furniture as installed in a building, is intended (when closed) to resist the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance criteria to those ends."*

Smoke Alarm – *"device containing, within one housing, all the components, necessary for detecting smoke and for giving an audible alarm."*

Sprinkler System – *"a system comprising thermosensitive devices designed to react at a pre-determined temperature to automatically release a stream of water and distribute it in a specified pattern and quantity over a designated area."*

HMO – "a house, premises or a group of premises with shared amenities, occupied by three or more persons from three or more families as their only or main residence."

7. FIRE AND SMOKE ALARMS

7.1 The Organisation will provide:

- one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes;
- one functioning smoke alarm in every circulation space, such as hallways and landings; and
- one heat alarm in every kitchen.

7.2 All alarms will be interlinked, either mains powered or using sealed battery alarms, and provided with an integral stand-by power supply (a minimum of class D).

7.3 The Organisation will ensure that fire and smoke alarms are in proper working order at the start of each tenancy.

7.4 The Organisation will ensure that all smoke alarms are installed in accordance with the recommendations contained in BS EN14604:2005 and heat alarms comply with BS 5446-2:2003.

7.5 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.

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

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

NB: The Nest Protect System will not be sufficient to comply with the relevant standards and, as such, will not be used.

8. CARBON MONOXIDE ALARMS

8.1 Carbon monoxide alarms will be installed in any room containing a fossil fuel burning appliance.

8.2 Carbon Monoxide alarms will comply with British Kitemark EN 50291-1:2018.

9. EMERGENCY LIGHTING

9.1 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.

9.2 The emergency lighting system will be designed to automatically illuminate upon the failure of the power supply.

9.3 The emergency lighting system will be tested on a monthly basis by a member of staff with a record of the test maintained for 3 years.

9.4 An annual discharge test will be performed by a competent person. This will involve simulating a power failure and conducting a test of the full rated duration of the emergency lights (e.g. 3 hours).

10. FIRE DOORS AND COMPARTMENTATION

10.1 Buildings containing flats and maisonettes will be split into fire-resisting compartments by fire-resisting doors, walls and floors which will provide a physical barrier to fire.

10.2 Doors connecting shared parts of a multi-occupancy dwelling, such as the doors to individual flats or apartments will be rated fire doors.

10.3 Doors used for plant rooms and service penetrations such as rubbish chutes will be fire rated.

11. EMERGENCY EXIT DOORS

11.1 The Organisation will ensure all doors which are to be used in an emergency can be opened from the inside without the use of a key.

12. SMOKE VENTILATION

9.1 Communal areas will have adequate smoke ventilation either through natural means or by mechanical ventilation.

9.2 Any ventilation ducts supplying or removing air from a protected stairway or entrance hall will not serve any other areas.

9.3 All buildings will have adequate means for venting heat and smoke from a fire in the basement.

13. FIRE EQUIPMENT

13.1 Sprinklers will be installed where the Organisation is unable to reduce particular risks by other means.

13.2 Fire extinguishers will not be installed in dwellings as tenants will not be trained on the safe use of extinguishers. Accidents can occur if tenants try to use them in the event of a fire or if they are discharged through malice or horseplay.

13.3 To assist the Fire and Rescue Service:

- Dry risers will be installed in any building that is over 18 metres in height.
- Wet risers will be installed in buildings over 50 metres in height.
- Outlets will be present on each floor and located in a fire escape staircase or similar protected location.

13.4 Both dry and wet risers will be subject to a recorded visual inspection every 6 months.

13.5 Both dry and wet risers will be subject to a recorded pressure test every year by a competent person.

14. FURNITURE AND FURNISHINGS

14.1 Where furniture and furnishings are provided, the Organisation will ensure they are fully compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

15. EVACUATION POLICY

15.1 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.

15.2 Alternative methods will be available for tenants with language or learning difficulties (e.g. an interpreter will be used, a copy will be in braille, an audio version will be available etc.).

16. SIGNAGE

16.1 Fire action signs will be placed in corridors (on every level), entrance 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.

17. MAINTENANCE AND REPAIRS

17.1 The Organisation will ensure premises, equipment and devices provided for fire safety are subject to a suitable system of maintenance, are maintained in an efficient state, in efficient working order and in good repair.

17.2 All repairs will be carried out within the timescale set in the Organisation’s repair policy by a competent person.

17.3 Clear records will be maintained of the processes in place and actions carried out.

18. ACCESS AND FACILITIES FOR THE FIRE SERVICE

18.1 The Organisation will ensure:

- there is sufficient means of external access to enable fire appliances to be brought near to the building for effective use;
- there is sufficient means of access into, and within, the building for firefighting personnel to effect search and rescue and fight fire; and that
- the building is provided with sufficient internal fire mains and other facilities to assist firefighters in their tasks.

19. FIRE RISK ASSESSMENT

19.1 The legal requirements relating to Fire Risk Assessing are complex and are often taken to exclude domestic premises. However, the Organisation has a legal duty to risk assess all areas defined as 'workplaces', which will include plant rooms and other non-tenant-accessible areas. Furthermore, the fire regulations require common areas to be maintained in a certain condition suitable for the fire authority, which can often only be ensured by carrying out a risk assessment. Still further, the deaths which occurred at Lakanal and Grenfell have brought into sharp focus the importance of risk assessing high rise buildings and, indeed, all housing 'blocks'. Therefore, the Organisation will devise a Fire Risk Assessment Strategy and arrange for the undertaking of fire risk assessments (and regular reviews) by competent consultants in accordance with the Strategy.

The following will be considered in developing the risk assessment strategy:

- Fire Risk Assessments should be carried out by a competent, qualified Fire Risk Assessor
- High rise buildings pose a particular risk to tenants and often exhibit significant uncontrolled risks
- 'Workplaces' such as plant rooms come within the scope of the regulations so far as fire risk assessing is required
- Common areas of domestic premises require to be maintained in a certain condition and may benefit from a 'representative' risk assessing programme.
- Particular risks may be posed by external wall systems, e.g. cladding (recognising that specialised intrusive inspection and fire performance testing may be required in some circumstances).

20. TENANT RESPONSIBILITIES AND COMMUNICATION

20.1 The Organisation will include fire safety obligations within tenancy agreements and will issue regular fire safety information packs and leaflets to remind tenants to:

- test smoke alarms on a weekly basis;
- ensure all communal areas are not obstructed; and
- ensure fire doors are not propped open or otherwise disabled.

20.2 Tenants will be provided with information on the fire detection system and evacuation procedures / assembly points.

20.3 Tenancy agreements will specifically state that front doors cannot be changed without the express permission of the Organisation.

20.4 Communication methods will take account of tenants with language or learning difficulties (e.g. braille, audio, different language, etc.).

21. COMMERCIAL PREMISES

21.1 All policies listed above will be applied. In addition to these, all commercial premises managed by the Organisation:

- Will be fire risk assessed by a competent assessor, with periodicity determined by the fire risk assessment;
- Will have doors opening in the direction of escape;
- Will be supplied with appropriate, maintained extinguishers;
- Will have the fire evacuation procedure details relayed to relevant persons via staff training for commercial premises.

21.2 Within commercial premises not managed by the Organisation, the responsibility for the completion of the fire risk assessment will fall upon the tenant. A copy of the completed fire risk assessment will be held by both the tenant and the Organisation.

22. UNWANTED FIRE ALARM SIGNALS (UFAS)

22.1 In accordance with updated guidance issued by the Scottish Fire and Rescue Service (SFRS), as of 1st July 2023, the organisation will require to confirm to SFRS whether there is a fire or signs of a fire before fire appliance or crews are dispatched in response to a signal from an automatic fire alarm system.

22.2 Premises that are designed, or known, to incorporate sleeping accommodation (e.g. hotels, in-patient hospital buildings, care homes, etc.) are exempt from these changes and automatic fire alarm activations from these types of premises will always be responded to.

22.3 A fire will be considered to be 'confirmed' if the alarm signal comes from break glass manual call points, a heat detector, more than one smoke detector, a multi-sensor fire detector, a sprinkler system, etc. and the SFRS should be called to attend.

22.4 Fire alarm signals caused by the activation of a single smoke detector require the premises to be investigated for confirmation of, or signs of, a fire before SFRS are called to attend.

22.5 Where fire alarm signals are sent to an Alarm Receiving Centre (ARC), a procedure will be developed to ensure the ARC contact the dutyholder for confirmation of, or signs of, a fire prior to informing the SFRS of the alarm signal.

22.6 An investigation procedure will be developed to appropriately manage the risks involved in the investigation of alarm signals.

22.7 The requirement to carry out an investigation of the premises must be taken into account in premises-specific risk assessments and a more specific risk assessment must be drafted in respect of carrying out the investigation.

22.8 In commercial premises in multiple occupation, there must be cooperation between occupiers to pre-plan and coordinate arrangements for investigation of fire alarms.

22.9 The number of individuals required to safely carry out an investigation of an alarm activation should be determined by the organisation. It is recommended that no less than 3 individuals should be required as this allows one individual to remain at the fire alarm panel while the other two people proceed to the location of the alarm signal together.

22.10 Those carrying out the investigation should be suitably trained and physically capable for the task

23. EQUALITY & HUMAN RIGHTS

MHA's is committed to equal opportunities, and we will respond to the different needs and service requirements of individuals, and we will not discriminate against any individual for any reason outlined in Equality & Human Rights Legislation.

24. DATA COLLECTION

MHA will manage all personal data in accordance with our obligations under the GDPR regulations and the Association's Policy.

25. POLICY MONITORING & REVIEW

The Fire Safety Policy be reviewed by the Management Board on triennially and in line with EVH updates, or as otherwise deemed necessary.

Milnbank Housing Association **Equality Impact Assessment Tool**	

Name of the policy / project proposal to be assessed	Fire Safety Policy	Is this a new policy /proposal or a revision?	Revision
Person(s) responsible for the assessment	Director of Asset Management		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The aim of this policy is to provide a robust fire safety framework which can be implemented to secure the safety and wellbeing of tenants, visitors and firefighters.		
2. Who is intended to benefit from the policy/ proposal? *(e.g. applicants, tenants, staff, contractors)*	Tenants, visitors and firefighters.		
3. What outcomes are wanted from this policy/ proposal? *(e.g. the benefits to customers / benefit to staff)*	Effective management of fire safety, ensuring that all reasonable steps are taken to comply with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and all other relevant legislation.		

4. Which protected characteristics could be adversely affected by the proposal? (*tick all that apply*) **None**

☐ Age ☐ Race ☐ Disability ☐ Marriage & civil partnership ☐ Pregnancy / Maternity

☐ Religion or belief ☐ Sex ☐ Gender reassignment ☐ Sexual Orientation

5. Which other characteristics could be adversely affected by the proposal? (*tick all that apply*) **None**

☐ Socio-economic ☐ Geographic Location ☐ Literacy & Numeracy ☐ Carers ☐ Migrant Status

☐ Single Parents ☐ Families ☐ Other (including Human Rights), please state: Policy is inclusive of all individual needs

6. Have you consulted on the potential impacts of the policy/proposal? (this could be internally with other staff, or externally with customers, focus groups etc)

☐ Yes ☒ No

If yes, provide further details, of who was consulted:

	Positive impact(s)	**Negative impact(s)**
7. Describe the likely positive or negative impact(s) the policy/proposal could have on the groups identified in part 4 & 5.	Fire Safety procedures for all.	N/A
8. What actions are required to address / mitigate the impacts arising from this assessment? *(This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).*	None	
Decision / Outcome (Pending Committee Approval)	☒ Approved, no changes required (no impact) ☐ Approved after changes made ☐ Approved with no changes (despite impact) ☐ Stop the Policy . Proposa	

Signed: Job title: Director of Asset Management

Date the Equality Impact Assessment was completed: 15 June 2026