

FIRE SAFETY SYSTEMS & EQUIPMENT - PROCEDURE

1.0 INTRODUCTION

- 1.1 This procedure describes our arrangements for carrying out the inspection, testing and servicing of fire alarm systems and fire fighting equipment to comply with:
- a) the Fire Precautions Act 1971
 - b) the Health & Safety at Work etc. Act 1974
 - c) current Regulations and British Standards.
- 1.2 This procedure covers the inspection, testing and servicing carried out by external contractors. For the regular internal testing of fire alarm systems and arrangements for staff fire drills etc., see the Health & Safety policy HS05 – Fire Safety, in particular Part 3.
- 1.3 This procedure supports our Maintenance policy and complies with Scottish Social Housing Charter.

2.0 FIRE SAFETY SYSTEMS – INSPECTION & SERVICING

- 2.1 The regulations require employers and landlords of communal accommodation to carry out regular inspection, testing and servicing of:
- fire alarm control panels, integral chargers and system batteries
 - fire alarm sounders
 - smoke and heat detectors (where fitted)
 - break glass units
 - emergency lighting.

Frequency of tests

- 2.2 Fire safety systems are tested and serviced every 6 months, with the exception of smoke and heat detectors, which are checked annually (50% on each visit).

Contractors

- 2.3 Testing and servicing is carried out by one contractor covering all properties. The contract is awarded for up to 3 years, with the option of extension depending on price and performance.

Annual test programme

2.4 At the start of each year the Maintenance Assistant (MA)/Maintenance Officer (MO) will check that the list of properties to be included in the annual programme, and the relevant contact details, are up to date. During the course of a year the MA/MO will provide the contractor with written details of any changes to the property list, normally by fax or email.

2.5 The contractor will make arrangements for access directly with staff. Following each visit the contractor will submit an invoice covering the work carried out in that property and will also complete and submit the relevant test certificates.

A fixed price will be charged for the standard tests. Should any replacement parts or other work be required these will be charged for separately on the invoice.

2.6 The MA/MO will:

- a) issue individual works orders covering the visits to each property so that the details are recorded on the Capita system;
- b) process the invoices for payment in accordance with current procedures;
- c) record the test results on the relevant Excel spreadsheet – filepath: *Maintenance/Maintenance Folder/(year) files/Programme of Major & Cyclical Works/Programme of Major & Cyclical Works (year) – select Fire Control Service tab*;
- d) file the test certificates and related reports, correspondence etc. in the relevant Fire Alarm Servicing & Fire Equipment Servicing file.

3.0 FIRE FIGHTING EQUIPMENT

3.1 The term 'fire fighting equipment' covers all portable fire appliances, i.e. water, carbon dioxide or dry powder fire extinguishers.

3.2 These are tested annually by the same contractor appointed to test fire safety systems. The contract is awarded on the basis of a fixed price per location.

Annual test programme

3.3 At the start of each year the MA/MO will check that the list of properties to be included in the annual programme, and the relevant contact details, are up to date. During the course of a year the MA/MO will provide the contractor with written details of any changes to the property list, normally by fax or email.

3.4 The contractor will make arrangements for access directly with staff. Normally these tests will be carried out at the same time as testing of fire safety systems.

3.5 Following satisfactory completion of each test the contractor will attach a sticker to the appliance noting the date checked and the initials of the person who carried out the test.

- 3.6 Following completion of all tests in a property the contractor will submit an invoice covering that appliances checked in that property, together with the required test certificates

If any replacement appliances or any other work not covered by the contract fixed price are required, these will be charged for separately on the invoice.

- 3.7 The MA/MO will:

- a) issue individual works orders covering the inspections in each property so that the details are recorded on the IBS system;
- b) process the invoices for payment in accordance with current procedures;
- c) record the test results on the relevant Excel spreadsheet – filepath: *Maintenance/Maintenance Folder/(year) files/Programme of Major & Cyclical Works/Programme of Major & Cyclical Works (year) – select the Fire Fighting Equipment Service tab;*
- d) file the test certificates and related reports, correspondence etc. in the relevant Fire Alarm Servicing & Fire Equipment Servicing file.

4.0 PROVISION OF COPY CERTIFICATES

- 4.1 Copies of certificates will not routinely be issued. However a Local Manager may be provided with relevant copies on request.

- 4.2 When required, the MA/MO will provide a full set of copy certificates:

- to a Local Manager, as part of the preparation for a Care Commission inspection;
- to the appropriate Housing Services Officer, as part of the application for the renewal of an HMO licence.

5.0 IMPLEMENTATION AND REVIEW

- 5.1 The Head of Property Management (HOPM) is responsible for ensuring that this procedure is implemented.

- 5.2 The MA/MO will monitor progress of the annual programme by checking the spreadsheets at least once each month, and will follow up with the contractor any delays in completing safety checks and/or submitting completed test certificates.

- 5.3 The MA/MO will raise any concerns about a contractor's performance with the Property Manager who will follow up with the contractor as required. Further action will depend on the contractor's response.

- 5.4 As part of the standard reports on completion of statutory checks, the HOPM will submit an annual report on the testing of Fire Safety Systems and Equipment to the Finance Sub-Committee.

5.5 The HOPM will ensure that this procedure is reviewed at least every three years.

Version 3.0 Approved by SLT:

April 2017

Review of procedure due by:

August 2019

Complies with:

Scottish Social Housing Charter