



**Fire Safety in  
Housing Stock  
and Common  
Areas Policy  
May 2026**

## Document Details

Prepared By:	Robert Calvert, Property Services Manager
Last Review:	March 2023
This Review:	May 2026
Date of Next Review:	May 2029, or sooner if required
Review Remit:	Management Committee
Consultation:	Internal and External

## Regulatory Standards Mapping

- ✓ 1 The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.  
The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.
- ✓ 2 The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.
- ✓ 3 The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- ✓ 4 The RSL conducts its affairs with honesty and integrity.
- ✓ 5 The governing body and senior officers have the skills and knowledge they need to be effective.
- ✓ 6 The RSL ensures that any organisational changes or disposals it makes safeguard the interests of, and benefit, current and future tenants.
- 7

## Core Objective Mapping

- Provision of affordable social housing
- ✓ Local control and accountability
- ✓ Efficient local service provision
- Viability
- Equality of opportunity for all customers
- ✓ Legal and regulatory compliance



<b>Contents</b>	
<b>Introduction</b>	4
<b>Fire Safety Mechanisms</b>	4
Fire Safety Mechanisms In All Dwellings	4
Fire Safety – Overnewton Court	6
Fire Safety – 1265 Argyle Street & 58-60 Lymburn Street	7
Front Doors To Dwellings	7
Emergency Lighting (Excluding Overnewton Court)	7
<b>Out Of Hours Procedures In The Event Of A Fire Alarm</b>	9
<b>Testing, Servicing and Record Keeping</b>	9
Routine Testing and Servicing	9
Record Keeping and Compliance Monitoring	9
Continuous Improvement	10
<b>Pre-Void Fire Safety Checks</b>	10
<b>Responsible Persons</b>	11
Chief Executive – Statutory Duty Holder	11
Property Services Manager – Responsible Person	11
Property Services Officers and Project Officers – Daily Implementation	11
Property Services Assistant – Administrative Co-ordination	12
Tenant Responsibilities	12
<b>Disabled and Vulnerable Persons</b>	13
<b>Storage of E-Bikes, E-Scooters, Mobility Scooters and Other Items Containing Lithium-Ion Batteries</b>	14
<b>Scottish Fire and Rescue Service</b>	15
<b>References</b>	15
<b>Equalities Impact Assessment</b>	16
<b>Appendix 1: Overnewton Court Fire Emergency Procedure</b>	17
<b>Appendix 2: 1265 Argyle Street Fire Emergency Procedure</b>	19
<b>Appendix 3: 58 Lymburn Street Fire Emergency Procedure</b>	21
<b>Appendix 4: 60 Lymburn Street Fire Emergency Procedure</b>	22
<b>Fire Evacuation Diagram for 1265-1271 ARG and 58-60 LYM</b>	24

# Introduction

## Purpose and Intent

---

Yorkhill Housing Association ('**the Association**') has certain fire safety obligations to ensure residents, visitors and fire and rescue workers are safe. The Association must ensure that premises, equipment and devices are maintained in an efficient state, in efficient working order, in good repair and are subject to a suitable system of maintenance.

This policy sets out Yorkhill Housing Association's approach to preventing fire, protecting life, and ensuring the safety of all tenants, visitors and staff across our housing stock and communal areas. It outlines the fire prevention measures and maintenance arrangements the Association employs to ensure properties are protected from fire, drawing substantially on the Employers in Voluntary Housing ('**EVH**') *Landlords Facilities Safety Control Manual – Landlord Guide to Fire Safety in Housing Stock and Common Areas*, with processes adapted to reflect the Association's housing stock, working practices and testing regimes.

The policy establishes how the Association:

- complies with relevant fire safety legislation;
- maintains fire safety systems to appropriate standards;
- promotes safe behaviours within our communities, ensuring that fire risks are effectively identified, controlled and monitored;
- ensures clear responsibilities and procedures support safe evacuation and minimise harm in the event of a fire.

## Fire Safety Mechanisms

### Fire Safety Mechanisms

---

At May 2026, the Association manages 472 tenanted flats and acts as a factor to a further 494 private homes or commercial units. While the majority of our stock consists of either pre-1919 or inter-war tenements, there are also more modern dwellings such as the retirement complex at 46 Overnewton Street ('**Overnewton Court**') and those at 1265 Argyle Street and 58-60 Lyburn Street. These newer buildings often have more common areas than the tenement closes, such as lifts, stairwells and entry/egress points, while Overnewton Court houses potentially more vulnerable residents.

### Fire Safety – All Dwellings

---

While this policy will elaborate on some of the different fire safety mechanisms in place for Overnewton Court, 1265 Argyle Street and 58-60 Lyburn Street, **all self-contained dwellings within the Association's tenanted stock shall include:**

- **Smoke and Heat Alarms**

The installation of smoke and fire detectors is intended to reduce the risk of fire and the consequent loss of life, injury and damage to property.

The presence of a suitable, properly installed and maintained automatic fire detection and warning system will alert occupiers to the presence of a fire in its early stages and enable them to evacuate to a place of safety before the escape routes become blocked by smoke

or directly affected by fire. The fire detection system should be able to wake sleeping residents, and alert of fires in all areas including hidden areas such as boiler rooms and cellars.

The revised Domestic Technical Handbook guidance states there should be at least:

- 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;
- one heat alarm in every kitchen.

All alarms should be interlinked.

In all of its properties, the Association has installed interlinked smoke and fire alarms that meet the standard set by building regulations. Alarms are installed to current standards and the Association ensures alarms are maintained in accordance with manufacturer's recommendations.

- Yorkhill Housing Association ensures alarms are in working order at the start of each new tenancy. Tenants are advised to test alarms on a weekly basis and advise the Association immediately of any issues. Smoke and heat alarms will also be checked on an annual basis during the Annual Gas Safety Visit, for which the Association will receive a report documenting the status of the alarms on a separate sheet accompanying the gas safety certificate. Gas safety documentation will be retained for 6 years after the inspection. There is a small number of properties within the Association's stock that do not have a gas supply, and these properties will instead have their alarms tested on an annual basis by the Association's Estate Caretakers.
  - The Association makes regular use of its website to publish news stories, guidance and other relevant information for residents and other service users. Resident health and safety will be a frequent topic, with reminders about alarm testing among other safety guidance being issued on a regular basis. Staff will also reinforce this information during property visits and estate inspections. Guidance will explain how to safely test alarms using the manufacturer's test button, what to do if an alarm fails to sound, and how to report faults promptly to the Association. Where required, staff will offer additional support to tenants who may need help understanding or performing alarm tests.
- **Carbon Monoxide Alarms**

Carbon monoxide alarms are installed in any room containing gas boilers/appliances. The alarms are checked and tested by the Association's commissioned contractor during annual gas servicing. Tenants are advised to test the alarms on a weekly basis and advise the Association immediately of any issues.

Carbon Monoxide alarms will also be checked on an annual basis during the Annual Gas Safety Visit, for which the Association will receive a report documenting their status. Gas safety documentation will be retained for 6 years after the inspection.

In addition to the aforementioned safety mechanisms, Overnewton Court will also include:

- **Common Fire Detection System:** In addition to smoke and heat alarms within individual dwellings, the premises also has detection equipment in areas such as the hallways and common areas. This system is designated as a **Category L1**, providing the highest level of protection through maximising coverage across the building to ensure early detection, timely evacuation, emergency response and protection of life. For this reason, the triggering of these alarms in any part of the building will result in a full alarm activation and subsequent automatic attendance by the Scottish Fire and Rescue Service (**SFRS**) owing to the vulnerability of residents at this site. The alarm system is tested weekly by competent contractors, with outcomes recorded and any required remedial action taken timeously. Unlike Overnewton Court, this enhanced measure is not recommended for mainstream/general needs housing regardless of their age due to the risk of unwanted false alarms.
- **Emergency Exit Doors:** Doors which are to be used as an exit in the case of an emergency are able to be opened from the inside without the use of a key.
- **Emergency Lighting:** Overnewton Court was built in the 1990s as a purpose-built multi-storey residential building for potentially more vulnerable residents and was designed to comply with the building regulations in force at the time. As such, safe means of escape, including adequate illumination of common escape routes in the event of a power failure were provided. Emergency lighting was installed in shared circulation areas such as stairs and corridors to support safe evacuation.

It is essential that occupants can escape quickly and safely in an emergency. Escape routes must be kept clear and adequately lit to allow safe evacuation. In the event of fire, residents may be panicked or disorientated, particularly at night. While emergency lighting is not required within individual dwellings - on the basis that occupants are familiar with their layout - common escape routes must remain illuminated even if mains power fails. The emergency lighting system is designed to activate automatically if the normal lighting supply is interrupted.

- **Fire Documents Box:** A box containing a list of the dwellings with residents known to the Association as having special assistance requirements in the event of a fire evacuation or SFRS attendance is available.
- **Fire Doors and Compartmentation:** Properly fitted and maintained fire doors help suppress a fire and limit its early development by restricting oxygen, while also forming a sealed barrier against smoke and flames. Escape routes are clearly identified, and the building is divided into fire-resisting compartments by fire-resisting doors, walls, and floors that act as physical barriers. This slows the spread of flames and smoke, providing occupants with vital time to evacuate safely. When closed, fire doors are designed to withstand direct fire exposure for a specified period, typically between 30 and 60 minutes.
- **Fire Evacuation Plan:** Overnewton Court has its own fire action procedure, documented in **Appendix 1** of this policy.

- **Fire Extinguishers:** Fire extinguishers are located around the premises. These are tested, serviced and certificated on an annual basis.
- **Intumescent door strips on all fire doors:** Intumescent strips are fitted into grooves cut into the door or frame, or alternatively, can be surface mounted. As soon as the temperature in the vicinity of the strips exceeds 200°C - usually about 10-15 minutes after the start of a fire - the seal swells and seals the gaps between door and frame.

### Fire Safety – 1265 Argyle Street & 58-60 Lyburn Street

---

In addition to smoke/heat detectors and carbon monoxide alarms in individual dwellings, the following common fire safety mechanisms are also in place at 1265 Argyle Street and 58-60 Lyburn Street:

- **Common Fire Detection System:** In addition to smoke and heat alarms within individual dwellings, the premises also has detection equipment in areas such as the hallways and common areas. This system is designated as a Category L1, providing the highest level of protection through maximising coverage across the building to ensure early detection, timely evacuation, emergency response and protection of life. For this reason, the triggering of these alarms in any part of the building will result in a full alarm activation. Unlike Overnewton Court, however, an alarm activation at these premises will not result in automatic SFRS attendance and residents should call them via 999 in the case of a genuine activation or where there is uncertainty over whether the alarm activation has been genuine. In the event of a known false alarm, the Association's out-of-hours call handling contractor should be contacted instead.
- **Fire Documents Box:** A box containing a list of the dwellings with residents known to the Association as having special assistance requirements in the event of a fire evacuation or SFRS attendance is available.
- **Fire Evacuation Plan:** These premises have their own fire evacuation procedures, documented in **Appendices 2-4** of this policy.
- **Mechanical Smoke Vents:** The common close landings at these properties have an adequate means of ventilating the common corridors/lobbies to control smoke and protect the common stairs, through mechanical smoke vents. The activation of these in the event of an alarm are tested weekly by a competent contractor, with outcomes recorded and any required remedial action taken timeously.

### Front Doors To Dwellings

---

Tenants should not change the front door to their individual flat without asking for the Association's permission first, as it can affect the fire safety of the building and the communal escape routes.

### Emergency Lighting (Excluding Overnewton Court)

---

Our Association's Pre-1919, interwar & Post-war tenemental buildings were constructed prior to the introduction of current Building Standards and were not originally required to incorporate emergency lighting within common escape routes. There is no automatic

requirement for such buildings to be retrospectively upgraded to meet current standards; the provision of emergency lighting being determined on a risk-assessed basis.

Standard mains-powered lighting to stairs and common areas is provided for normal functional day-to-day use; such installations managed by, and maintained on behalf of, Glasgow City Council. This lighting enables safe access and egress in normal conditions; however it does not provide illumination in the event of power failure and therefore does not fulfil the function of emergency lighting.

Glasgow City Council's management of these lighting installations enables fulfilment of the Civic Government (Scotland) Act 1982 in respect of lighting provided to stairs and common areas.

Note that Glasgow City Council will not fulfil this management role on behalf of our Association in respect of any installations possessing an emergency lighting component due to requirements relating to a strict testing regime and routine battery replacements. Accordingly, the design of installations within 1265 Argyle Street & 58-60 Lymburn Street reflect such an approach.

## Out Of Hours Procedures In The Event Of A Fire Alarm

Scottish Fire and Rescue Services may decide to silence alarms if they attend and are satisfied there is no fire. However, the Association is responsible for alarm resets. Residents should call the Association's out-of-hours call handling contractor for alarm activations that occur when the Association's office is closed to the public, who will dispatch the appropriate contractor or a senior staff member to reset the alarm.

## Testing, Servicing and Record-Keeping

The Association will ensure that all fire safety systems, equipment and installations across its housing stock are subject to robust and regular testing, servicing and record-keeping arrangements.

### Routine Testing and Servicing

---

**Smoke, Heat and Carbon Monoxide Alarms:** These will be tested during the Association's annual gas servicing programme, in line with manufacturer recommendations. The Association will receive certification of these checks, and will retain them for a period of 6 years, in line with our Data Retention Policy. Tenants will be advised and supported to carry out weekly alarms tests and to report any failures immediately.

**Emergency Lighting (Overnewton Court):** This will be tested monthly, including an annual 3-hour discharge test, by a competent person.

**Fire Extinguishers (Overnewton Court and Commercial Premises at 16-18 Overnewton Street):** These will be serviced, maintained and certificated annually by a competent contractor.

**Mechanical smoke ventilation systems (1265 Argyle Street and 58-60 Lymburn Street):** These will be tested weekly by a competent contractor.

**Passenger Lifts (1265 Argyle Street, 60 Lymburn Street and Overnewton Court):** The weekly fire alarm tests will also involve a requirement to verify that the passenger lifts at these properties return to ground floor and open their doors upon activation of a fire alarm – as it should in the event of a real emergency.

**Fire Risk Assessments (Overnewton Court, 1265 Argyle Street and 58-60 Lymburn Street):** The Association will undertake to arrange a fire risk assessment of the common areas of these premises on a 3-yearly basis, with the exception of Overnewton Court which will be assessed on a 2-yearly basis. Assessments will be conducted by a competent assessor, with recommendations and related remedial actions clearly recorded.

The Association will also, from 2026 onwards, obtain a fire risk assessment for several other 'archetypes' within its stock which should be representative of the various construction types, ages and uses (such as commercial) for which it is responsible, with any recommendations being carefully considered, implemented and recorded where appropriate. Decisions not to implement any recommendations arising from these assessments must also be clearly recorded and defensible.

## Record Keeping and Compliance Monitoring

---

- Records of all fire safety testing and servicing will be maintained in a centralised system, accessible to relevant staff.
- Test logs will record the date of inspection, systems tested, outcomes, and any defects identified, including how and when these were resolved.
- Where contractors carry out servicing or repairs, certification and service reports will be retained and monitored to ensure compliance with agreed standards and timescales.
- Any non-compliance, recurrent faults or overdue actions will be escalated through the appropriate channels to ensure timely resolution and oversight – see pages 11-12 on Responsible Persons.
- Fire safety records will be reviewed periodically as part of internal audit arrangements and the wider Health & Safety monitoring process.

## Continuous Improvement

---

Testing, servicing, maintenance regimes, policies and procedures will be regularly reviewed to ensure they remain appropriate, reflect changes in legislation or guidance and align with the findings of fire risk assessments.

Lessons learned from inspections, incidents or near misses will be incorporated into ongoing practice, contractor management and future policy reviews.

## Pre-Void Fire Safety Checks

Before a tenancy commences, the Association will:

- Carry out an inspection to ensure there are no fire hazards;
- Provide the new tenant with a copy of the property's latest gas safety certificate;
- Provide the new tenant with a copy of the property's latest electrical installation condition certificate;
- Provide the new tenant with a copy of the property's latest valid energy performance certificate;
- (For tenants at Overnewton Court, 1265 Argyle Street or 58-60 Lymburn) Provide the new tenant with a copy of the fire evacuation procedure;
- Provide the new tenant with the contact details for the out-of-hours contractor service should they be required during a time where the Association's office is closed to the public.

## Responsible Persons

Clear roles and responsibilities are essential for managing fire safety effectively. The following section outlines the individuals and teams who ensure that fire safety duties are planned, implemented and monitored across the organisation.

### Chief Executive – Statutory Duty Holder

---

The Chief Executive is the organisation's statutory duty holder under relevant fire safety legislation. They hold ultimate accountability for ensuring that the organisation complies with all legal duties relating to fire safety. This includes ensuring that appropriate governance, resources and oversight mechanisms are in place to identify, manage and reduce fire safety risks across all premises. The Chief Executive must be assured that effective fire safety arrangements are maintained and that roles and responsibilities are clearly defined and discharged.

### Property Services Manager – Responsible Person

---

The Property Services Manager is designated as the organisation's Responsible Person for operational fire safety. They are responsible for the day-to-day management, coordination and monitoring of fire safety compliance activities. This includes ensuring that suitable and sufficient fire risk assessments are carried out, that resulting actions are managed through to completion, and that maintenance regimes for fire safety systems and equipment are in place. The Property Services Manager provides professional oversight, ensures appropriate contractor engagement, and reports significant risks or issues to senior management.

The Responsible Person may delegate specific tasks to competent staff or external contractors, but retains overall responsibility for ensuring that:

- fire safety measures are implemented, monitored and reviewed;
- fire risk assessments are undertaken and actions completed timeously;
- fire detection, alarm systems, emergency lighting and smoke ventilation systems are tested and serviced in accordance with statutory requirements and manufacturer recommendations;
- accurate records of testing, servicing and remedial work are maintained;
- staff receive appropriate training and guidance;
- tenants are provided with clear fire safety information, including how to test alarms and keep escape routes unobstructed.

The Responsible Person will report regularly to the Management Committee on fire safety performance, compliance, outstanding actions, and any significant risks requiring oversight. The role will also ensure that policies and procedures are reviewed following changes in legislation, significant incidents, or recommendations arising from audits, inspections or fire risk assessments.

### Property Services Officers and Project Officers – Daily Implementation

---

Property Services Officers and Project Officers support the operational delivery of fire safety responsibilities. Their duties include implementing actions arising from fire risk assessments, overseeing contractor activity on fire safety works, ensuring compliance within their respective project or property areas, and monitoring ongoing fire safety performance. They act as the primary operational link between senior management, contractors and residents

to ensure that fire safety requirements are embedded in daily practice and across capital or maintenance projects.

### Property Services Assistant – Administrative Co-ordination

---

The Property Services Assistant provides essential administrative support to enable effective fire safety management. This includes arranging fire risk assessments, inspections, servicing visits, and other statutory checks; maintaining accurate records of all fire safety documentation; tracking contractor attendance; and supporting the processing and monitoring of fire safety-related tasks and actions. The role ensures that the administrative framework underpinning compliance is robust and up to date.

### Tenant Responsibilities

---

Tenants also have several responsibilities with regards to fire safety, including:

- ensuring the alarms in their homes are in constant working order, testing them on a weekly basis and notifying the Association as soon as possible where this is not the case;
- refraining from tampering, removing or covering their fire detection equipment;
- allowing access for the annual gas safety visit and for any other visits to the property in connection with ensuring resident safety;
- ensuring communal areas are unobstructed, including by items such as prams, bicycles, mobility scooters and waste materials – which can impede swift exits from the building and either fuel or accelerate the spread of fire;
- ensuring fire doors are unobstructed and not propped open;
- ensuring no flammable materials are stored in cupboards with electrical circuits;
- disposing of waste in the bins provided;
- informing the Association if their circumstances change, meaning they may require special assistance should a fire emergency occur;
- (if resident at Overnewton Court, 1265 Argyle Street or 58-60 Lymburn Street) familiarise themselves with the fire evacuation procedure for the building
- **all tenants are reminded that, per their Tenancy Agreement, the use and storage of Calor Gas or paraffin heaters in their homes is strictly not allowed.**

The Association will issue guidance on the above, as well as information on fire-related behavioural risks such as the use of candles, portable heaters, smoking and the storage or charging of lithium battery powered e-bikes or e-scooters.

## Disabled and Vulnerable Persons

If a tenant has a disability, impairment or special need, then through an occupational therapist referral, special devices can be installed through adaptations funding. These may include, for example:

- smoke alarms with a vibrating pad or flashing light for those with a hearing impairment;
- plugs which are designed to be easily removed;
- smoke alarms with a strobe light outside the house to catch the attention of neighbours or passers-by;
- emergency call or alarm systems for summoning help.

If a tenant advises the Association that a member of their household requires help to evacuate, they should be advised to have a Personal Emergency and Evacuation Plan which should consider and plan for any additional needs to evacuate safely. The Scottish Fire and Rescue Services may be able to assist residents with an Escape Plan.

The Association's Tenancy Services Assistant will check and record on a weekly basis that the fire documentation box at Overnewton Court holds up-to-date details of the flats requiring evacuation assistance, in line with data protection requirements. Staff will also remain alert to emerging vulnerabilities and, where appropriate, signpost tenants to support services or discuss whether additional fire-safety measures may be beneficial. The Association also undertakes to know whether there are any residents within the 1265 Argyle Street and 58-60 Lymburn Street complexes with specific vulnerabilities or additional needs in the event of a fire evacuation or rescue operation and will make documentation available to the SFRS within dedicated fire document boxes on each premises, while adhering to data protection requirements.

If during dialogue with any resident it emerges that they have any specific intentions around 'staying put' or evacuating in the event of a fire, this will also be noted within the fire document box contents to ensure that the best available information is available to the SFRS in the event of a rescue operation.

The Association's Project Officer will be responsible for ensuring that the boxes remain updated on a quarterly basis, or sooner if required.

## Storage of E-Bikes, E-Scooters, Mobility Scooters and Other Items Containing Lithium-Ion Batteries

Where items containing lithium-ion batteries catch fire, the effects can in many cases be more severe and also more challenging for the SFRS to tackle. The Association recognises that items such as lithium-ion battery powered scooters, bicycles, mobility vehicles and even electronic cigarettes are becoming more commonplace, however must also act to ensure that improper storage of such items does not lower the effectiveness of existing fire safety measures already in place.

SFRS strongly advises that electric vehicles such as these must not be stored or charged in communal areas because of the fire risk, particularly where escape routes or shared spaces are involved. This includes stairs, closes, landings, corridors and other shared spaces in multi-occupied buildings. Based on this, the Association's stance is as follows:

- E-bikes/e-scooters/mobility scooters should not be stored or charged against building walls, near doors, windows, bin stores, gas meters, or any combustible materials in backcourts. These items may not be stored in any internal communal areas.
- Charging of lithium-ion batteries in backcourts or communal external areas is not permitted. Residents should also refrain from disposing of electronic cigarettes or lithium-ion batteries in communal bins and bin stores.
- Storage may be allowed only in designated, well-separated backcourt areas. Even in these cases, a backcourt inspection by the Association would be required to determine suitability
- The Association has a preference for the storage of these items within individual homes; however, residents are strongly advised not to charge such items overnight, while sleeping, or when the dwelling is unoccupied.

This guidance will be communicated to residents via communication channels such as the Association website.

## Scottish Fire and Rescue Service

The Scottish Fire and Rescue Service offers free home fire safety visits comprising an assessment of fire risk within the home at that time and the provision of advice on preventing fires, avoiding fire spread and formulating an escape plan in event of fire. Yorkhill Housing Association staff should advise tenants of the availability of this service where appropriate.

## References

- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Building (Scotland) Regulations 2004 (as amended)
- Scottish Government – Domestic Technical Handbook
- Scottish Government – Non-Domestic Technical Handbook
- BS 5839-6: Fire detection and fire alarm systems in domestic premises
- BS 5839-1: Fire detection and fire alarm systems in non-domestic premises
- BS 5266-1: Emergency lighting
- BS 9991: Fire safety in the design, management and use of residential buildings
- Civic Government (Scotland) Act 1982
- Scottish Fire and Rescue Service – Fire safety guidance for housing
- Employers in Voluntary Housing (EVH) – *Landlords Facilities Safety Control Manual*
- Scottish Housing Regulator – Regulatory Standards and guidance
- Equality Act 2010

## Equalities Impact Assessment

Yorkhill Housing Association Equality Impact Assessment Tool			
Name of Policy/proposal to be assessed	Fire Safety in Housing Stock and Common Areas	Is this a new policy or a revision?	Revision
Person responsible for the assessment.	Robert Calvert, Property Services Manager		
Briefly describe the aims, objectives and purpose of the policy.	This policy details the Association's approach to fire safety within its housing stock, including – where applicable – common areas of the stock. The policy details the mechanisms the Association implements to safeguard against fire safety risks, maintenance arrangements and the responsibilities of both Association staff and residents in ensuring safe living environments.		
Who is intended to benefit from the policy/proposal (e.g. applicants, staff, tenants, contractors).	All who reside in stock owned by the Association		
What outcomes are wanted from this policy/proposal (e.g. the benefits to customers).	Clearly defined arrangements towards safeguarding against fire safety risks and procedures in place should fire risks emerge		
Which protected characteristics could be affected by the proposal? (tick all that apply)			
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Marriage/Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity
<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Gender	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Sexual Orientation			
Describe the likely positive or negative impact(s) the policy/proposal could have on the protected characteristics identified.	Positive impact	Negative impact	
	While all residents are potentially vulnerable in the event of a fire, the above groups of people may require additional support or assistance and further consideration or engagement when implementing fire safety mechanisms. Doing so ensures their safety and provides strong assurance that their needs are considered.	See adjacent 'positive impact' section – negative impacts essentially the inverse of this.	
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).	Strong collaboration between Association staff to ensure all aspects of resident safety remains a top priority.  Robust monitoring, record-keeping and maintenance regimes in place.		

## Appendix 1: Overnewton Court Fire Emergency Procedure

1	<p><b>Action to be taken if a fire is suspected/discovered</b></p> <p>In the event that the existing fire detection equipment does not lead to the activation of an alarm, residents should immediately operate the nearest fire alarm call point, located throughout the building.</p> <p>The activation of a fire alarm will result in the automatic attendance of the Scottish Fire and Rescue Service, who will attend and ensure the safety of the premises.</p> <p>If you are in your home when there is an alarm activation, the standard guidance for residents is to <b>stay-put</b> in their homes during an event and await contact or rescue by the fire service. If you make the Association aware of any intentions not to adhere to this guidance, we will keep a record of this to ensure the fire service are aware in the event of a rescue operation being required.</p> <p>If you are in a common area when an activation occurs – such as a common landing or the shared kitchen – please evacuate onto Arthur Street.</p>
2	<p><b>Firefighting equipment</b></p> <p>The premises has fire extinguishers throughout. Residents are advised against using these in an attempt to fight the fire themselves.</p>
3	<p><b>How people will be warned there is a fire</b></p> <p>The fire alarm system will sound on manual operation of the alarm call point or where activated automatically. The activation of the alarm will:</p> <ul style="list-style-type: none"> <li>- Cause the lift to automatically return to the ground floor and open its doors – it will thereafter be out of operation</li> <li>- Cause the locking mechanism on the front doors of the building to release</li> </ul>
4	<p><b>How people will know if the alarm is genuine</b></p> <p>The fire alarm is tested weekly, each Tuesday at 10:00 am. No other tests are carried out unless prior notification is given.</p> <p><b>Please treat the alarm as genuine on all other occasions.</b></p> <p>Confirm via Scottish Fire and Rescue Service whether it was a false alarm – who will attend regardless of whether the activation was genuine or not.</p>
5	<p><b>How the evacuation of the building should be carried out</b></p> <p><b>Those in communal areas</b> during an alarm activation should report to the assembly point on Arthur Street. You should not stop to collect personal belongings.</p> <p><b>Those within their homes</b> during an activation are advised by default to stay-put and await instruction or rescue by the Scottish Fire and Rescue Service.</p>
6	<p><b>Vulnerable Persons</b></p> <p>The Fire Service can assist with Home Fire Safety visits if you feel your home is presents a heightened risk. If you require help with this, please call 0141 285 7910 for assistance.</p>

7	<p><b>Identification of escape routes</b></p> <p>All exit doors can be used as escape routes.</p> <p>The staircase and routes leading to the front and rear door/s are protected routes. The rear door allows access to the backcourt and via the passage into Arthur St.</p>
8	<p><b>Assembly Point – ARTHUR STREET</b></p> <p>When assembled, please be available to assist in identifying persons who may still be in the building, should the Scottish Fire and Rescue Service require it.</p>
9	<p><b>When it is safe to return home</b></p> <p>Only return to your home when the Fire Service tell you is safe to do so.</p>

## Appendix 2: 1265 Argyle Street Fire Emergency Procedure

1	<p><b>Action to be taken if a fire is suspected/discovered</b></p> <p>Immediately operate the nearest fire alarm call point – these are located on each landing. Evacuate immediately and go to the assembly point at <b>63 Lyburn Street</b>. The Scottish Fire and Rescue Service should be called once it is safe to do so.</p>
2	<p><b>Firefighting equipment</b></p> <p>There is no firefighting equipment on the premises, <b>do not attempt to put the fire out.</b></p>
3	<p><b>How people will be warned there is a fire</b></p> <p>The fire alarm system will sound on manual operation of the alarm call point or where activated automatically. The activation of the alarm will:</p> <ul style="list-style-type: none"> <li>- Disable the lift</li> <li>- Release the locking mechanism on the fire escape door/s to the street and backcourt</li> <li>- Open the smoke vents on each floor</li> </ul>
4	<p><b>How people will know if the alarm is genuine</b></p> <p>The fire alarm is tested weekly, each Friday between 09:15am and 09:45am. No other tests are carried out unless prior notification is given.</p> <p><b>Please evacuate on all other activations</b> (if you believe the alarm is a false activation, <b>do not ignore it</b>. Evacuate immediately and go to the assembly point at <b>63 Lyburn Street</b>. Confirm via Scottish Fire and Rescue Service whether it was a false alarm).</p>
5	<p><b>How the evacuation of the building should be carried out</b></p> <p>Everyone in the building must use the stairs and leave the building immediately by the closest exit door, you should not stop to collect personal belongings, and report to the assembly point on the street in front of <b>63 LYBURN STREET</b>.</p>
6	<p><b>Vulnerable Persons</b></p> <p>If you have family member who needs help to evacuate, ensure you have <b>Personal Emergency and Evacuation Plan</b> which should consider and plan for their additional needs to evacuate safely – If you require help with this please call 0141 285 7910 for assistance.</p>
7	<p><b>Identification of escape routes</b></p> <p>All exit doors can be used as escape routes.</p> <p>The staircase and routes leading to the front and rear door/s are protected routes. The rear door allows access to the backcourt and via the passage into Lyburn St.</p>
8	<p><b>Assembly Point – 63 LYBURN STREET</b></p> <p>When assembled check that the Scottish Fire and Rescue Service have been called and be available to assist in identifying persons who may still be in the building.</p>
9	<p><b>When it is safe to return home</b></p>

<p>Only return to your home when the Fire Service tell you is safe to do so. At this point (if out with Office Hours) residents should <b>Call Saltire Facilities Management on 01698 743612</b>. Saltire will dispatch an approved contractor or senior staff member to reset the alarm.</p>
---

## Appendix 3: 58 Lyburn Street Fire Emergency Procedure

1	<p><b>Action to be taken if a fire is suspected/discovered</b></p> <p>Immediately operate the nearest fire alarm call point – these are located on each landing. Evacuate immediately and go to the assembly point at <b>63 Lyburn Street</b>. The Scottish Fire and Rescue Service should be called once it is safe to do so.</p>
2	<p><b>Firefighting equipment</b></p> <p>There is no firefighting equipment on the premises, <b>do not attempt to put the fire out.</b></p>
3	<p><b>How people will be warned there is a fire</b></p> <p>The fire alarm system will sound on manual operation of the alarm call point or where activated automatically. The activation of the alarm will:</p> <ul style="list-style-type: none"> <li>- Release the locking mechanism on the fire escape door/s to the street and backcourt</li> <li>- Open the smoke vents on each floor</li> </ul>
4	<p><b>How people will know if the alarm is genuine</b></p> <p>The fire alarm is tested weekly, each Friday between 09:15am and 09:45am. No other tests are carried out unless prior notification is given.</p> <p><b>Please evacuate on all other activations</b> (if you believe the alarm is a false activation, <b>do not ignore it</b>. Evacuate immediately and go to the assembly point at <b>63 Lyburn Street</b>. Confirm via Scottish Fire and Rescue Service whether it was a false alarm).</p>
5	<p><b>How the evacuation of the building should be carried out</b></p> <p>Everyone in the building must use the stairs and leave the building immediately by the closest exit door, you should not stop to collect personal belongings, and report to the assembly point on the street in front of <b>63 LYMBURN STREET</b>.</p>
6	<p><b>Vulnerable Persons</b></p> <p>If you have family member who needs help to evacuate, ensure you have <b>Personal Emergency and Evacuation Plan</b> which should consider and plan for their additional needs to evacuate safely – If you require help with this please call 0141 285 7910 for assistance.</p>
7	<p><b>Identification of escape routes</b></p> <p>All exit doors can be used as escape routes.</p> <p>The staircase and routes leading to the front and rear door/s are protected routes. The rear door allows access to the backcourt and via the passage into Lyburn St.</p>
8	<p><b>Assembly Point – 63 LYMBURN STREET</b></p> <p>When assembled check that the Scottish Fire and Rescue Service have been called and be available to assist in identifying persons who may still be in the building.</p>
9	<p><b>When it is safe to return home</b></p> <p>Only return to your home when the Fire Service tell you is safe to do so. At this point (if out with Office Hours) residents should <b>Call Saltire Facilities Management on 01698 743612</b>. Saltire will dispatch an approved contractor or senior staff member to reset the alarm.</p>

## Appendix 4: 60 Lyburn Street Fire Emergency Procedure

1	<p><b>Action to be taken if a fire is suspected/discovered</b></p> <p>Immediately operate the nearest fire alarm call point – these are located on each landing. Evacuate immediately and go to the assembly point at <b>63 Lyburn Street</b>. The Scottish Fire and Rescue Service should be called once it is safe to do so.</p>
2	<p><b>Firefighting equipment</b></p> <p>There is no firefighting equipment on the premises, <b>do not attempt to put the fire out.</b></p>
3	<p><b>How people will be warned there is a fire</b></p> <p>The fire alarm system will sound on manual operation of the alarm call point or where activated automatically. The activation of the alarm will:</p> <ul style="list-style-type: none"> <li>- Disable the lift</li> <li>- Release the locking mechanism on the fire escape door/s to the street and backcourt</li> <li>- Open the smoke vents on each floor</li> </ul>
4	<p><b>How people will know if the alarm is genuine</b></p> <p>The fire alarm is tested weekly, each Friday between 09:15am and 09:45am. No other tests are carried out unless prior notification is given.</p> <p><b>Please evacuate on all other activations</b> (if you believe the alarm is a false activation, <b>do not ignore it</b>. Evacuate immediately and go to the assembly point at <b>63 Lyburn Street</b>. Confirm via Scottish Fire and Rescue Service whether it was a false alarm).</p>
5	<p><b>How the evacuation of the building should be carried out</b></p> <p>Everyone in the building must use the stairs and leave the building immediately by the closest exit door, you should not stop to collect personal belongings, and report to the assembly point on the street in front of <b>63 LYMBURN STREET</b>.</p>
6	<p><b>Vulnerable Persons</b></p> <p>If you have family member who needs help to evacuate, ensure you have <b>Personal Emergency and Evacuation Plan</b> which should consider and plan for their additional needs to evacuate safely – If you require help with this please call 0141 285 7910 for assistance.</p>
7	<p><b>Identification of escape routes</b></p> <p>All exit doors can be used as escape routes.</p> <p>The staircase and routes leading to the front and rear door/s are protected routes. The rear door allows access to the backcourt and via the passage into Lyburn St.</p>
8	<p><b>Assembly Point – 63 LYMBURN STREET</b></p> <p>When assembled check that the Scottish Fire and Rescue Service have been called and be available to assist in identifying persons who may still be in the building.</p>
9	<p><b>When it is safe to return home</b></p>

<p>Only return to your home when the Fire Service tell you is safe to do so. At this point (if out with Office Hours) residents should <b>Call Saltire Facilities Management on 01698 743612</b>. Saltire will dispatch an approved contractor or senior staff member to reset the alarm.</p>
---

58 & 60 Lymburn St. 1265 & 1271 Argyle - Fire Evacuation Diagram - January 2026



Muster Point 63 Lymburn St.

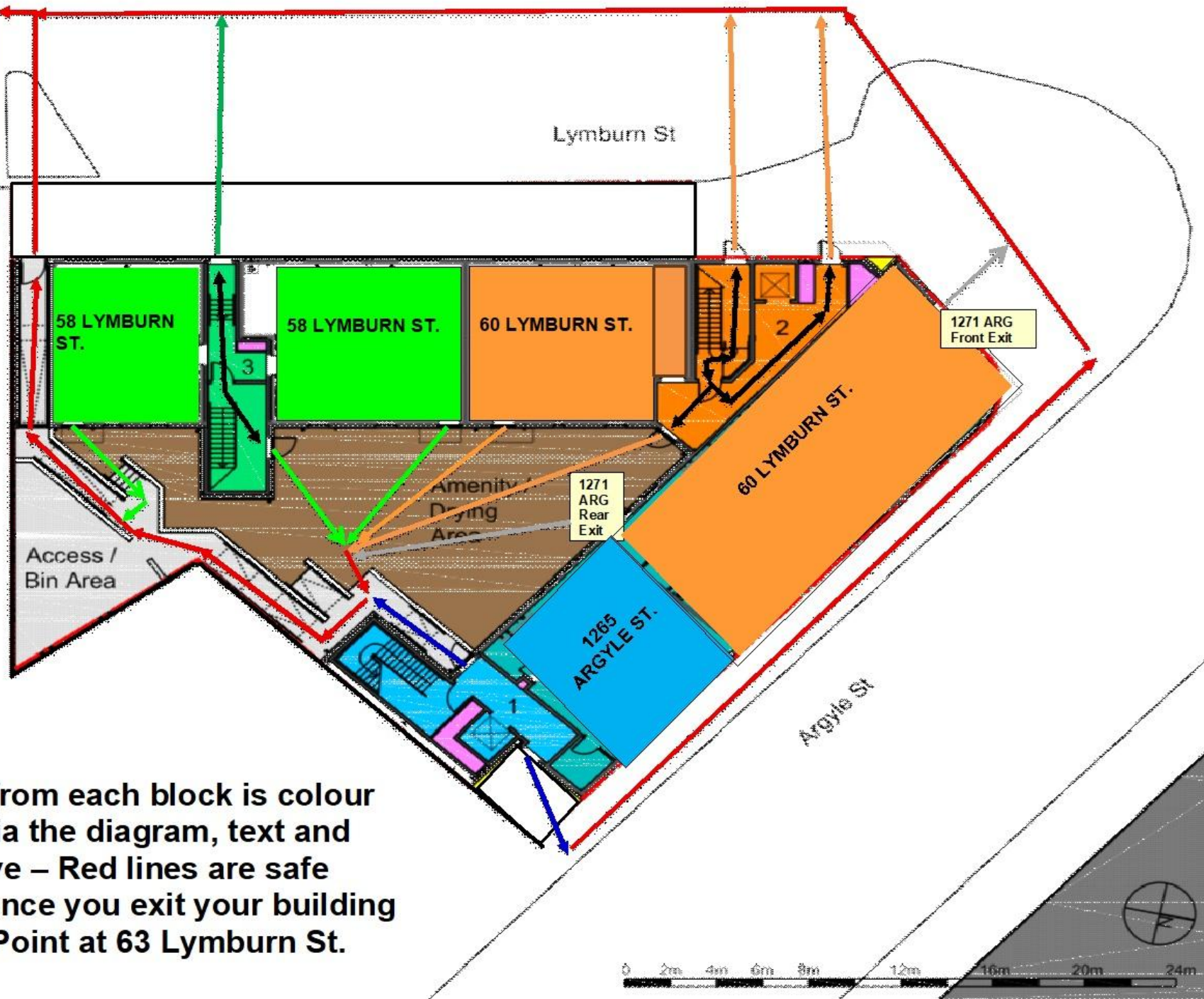
58 Lymburn St. Route

60 Lymburn St. Route

1265 Argyle St. Route

1271 Argyle St (YHA Office) Route

Rear exit route via back doors, through drying area and the access lane through to Lymburn St.



\* The safest route from each block is colour coded as noted via the diagram, text and lined arrows above – Red lines are safe common routes once you exit your building go to the Muster Point at 63 Lymburn St.

