



Committee Approver	OPERATIONS COMMITTEE
Stakeholder Consultation	
Date Approved	23 February 2023
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Furniture and Furnishings (in housing stock) Policy
Revision Date	January 2023
Revised by	Head of Housing Health & Safety Advisor
Next Revision Date	January 2026
Related Documents	H&S Policy Fire Safety Policy Landlord Fire Safety Procedure
Location of Electronic Copy	F:/LIVE POLICIES

1. Policy Statement

Viewpoint are committed to ensuring any furniture and furnishing provided by Viewpoint meets required standards under the Furniture & Furnishings (Fire) (Safety) Regulations 1988 (as amended).

2. Purpose

The purpose of this policy is to ensure that all furniture and furnishing provided by Viewpoint within any of our properties is safe and compliant with the required standards.

Viewpoint does not currently provide any furniture and furnishings as part of any tenancy agreement. Within our housing stock furniture and furnishings are only provided by Viewpoint within common areas.

This policy will ensure:

- All furniture and furnishing provided by Viewpoint within common areas of our housing stock is fire resistant.

The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery. The Regulations apply to the following:

- Armchairs, three piece suites, sofas, sofa beds, futons and other convertible furniture;
 - Beds, bed bases and headboards, mattresses, divans and pillows;
 - Nursery furniture;
 - Garden furniture which could be used indoors;
 - Loose, stretch and fitted covers for furniture, scatter cushions, seat pads and pillows.
- All furniture and furnishings provided by Viewpoint within common areas of our housing stock adhere to The Furniture & Furnishings (Fire) (Safety) Regulations 1988 (as amended). All furniture and furnishings provided will have a manufacturer's label which will be permanent and non-detachable. Additionally, all upholstered items will:
 - have a fire resistant filling material;
 - pass the "match resistance test"; and
 - pass the "cigarette test".
 - Full consideration will be given to the legislation and requirements associated with this policy if Viewpoint ever alters policy and extends our provision of furniture and/or furnishings.

Definitions

Domestic Upholstered Furniture - *“furniture that has a filling material inside a cover and is destined for private use in a domestic dwelling.”*

Filling - *“any material that is used in and on furniture to pad, fill or bulk out the cover.”*

3. Legislation/related policies

- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- The Furniture & Furnishings (Fire) (Safety) Regulations 1988 (as amended).
- BS 7177:2008+A1:2011

4. Scope

This Policy applies to all furniture and furnishing provided by Viewpoint within our housing stock. Currently Viewpoint only provides the furniture and furnishings within common areas.

5. Roles and Responsibilities

Board

The role of Viewpoint’s Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint.

The Executive and Leadership Teams shall ensure that procedures are in place and operating. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, and ensure it is fully implemented. Any associated training must be undertaken.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, as well as undertaking any associated training. Staff should report non-

compliant furniture or furnishing to their line manager.

6. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incident reports.