



Fire Policy

1. Aim and scope of policy

This policy aims to ensure that we achieve and maintain full compliance with fire legislation, take all reasonable action to prevent fire and eliminate the risk of injury to relevant persons and property damage from fire. The ultimate aim of this Policy is to preserve life in the event of a fire.

This policy relates to our corporate offices occupied by our employees and their visitors.

The fire policy related to customer homes and all other premises is documented in our Assets Fire Safety Policy.

2. Definitions

We are a responsible employer who takes fire safety very seriously. Full compliance is maintained to fire legislation with risks to people and property eliminated as far as is reasonably practicable.

3. Policy

The aim of this Policy shall be achieved by:

- Being committed to taking all necessary steps to prevent fire occurring.
- Undertaking Fire Risk Assessments (FRAs) of all staffed offices and addressing any actions identified to agreed timescales.
- Ensuring that adequate and appropriate fire safety measures are in place to minimise the risk of property damage, injury or loss of life in the event of a fire.
- Maintaining and testing fire safety equipment and other arrangements.
- Ensuring good housekeeping at all times, maintaining a zero tolerance of items that could potentially catch fire or block fire escape routes.
- Planning for an emergency and having in place Evacuation Plans, Fire Marshalls for our offices, information for our staff, fire safety instruction and training.
- Ensuring co-operation and co-ordination with others where premises are shared.
- Utilising trained, competent persons engaged with fire related advice and issues.
- Employing trained, competent 3rd party Fire Risk Assessors.
- Maintaining regular liaison, communication and good working relationships with relevant Fire Authorities.
- Listening and responding to fire safety concerns.
- Reacting to official reviews, recommendations and statutory requirements relating to building regulations, fire safety and changes in legislation.

4. Responsibilities

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This policy:

- Shall be approved by the Health and Safety Committee and Executive team and will be formally reviewed every year.
- Associated fire related procedures and relevant fire risk assessments will be reviewed following incidents to assure that arrangements remain effective.

5. Related documents

- Health & Safety Policy
- Asset management strategy
- Fire Safety Policy (Assets)

Consultation requirements	Last Consultation Date	Date for next consultation
<ul style="list-style-type: none"> • Health and safety committee • Executive team 	February 2023	February 2024
Equality Impact Assessment required?	Last EIA date completed	
Yes	5 January 2024	

Author	Owner	Approval level e.g. Board	Date approved	Review date (annual)
Head of SHEQ	Group Resources Director	Executive team	31 January 2024	30 January 2025