



# Fire Safety Policy

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## 1. Aim of the policy

1.1 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 with the aim to preserve life in the event of a fire.

1.2 The key areas of focus are as follows:

- The identification of its specific responsibilities for each of the assets.
- The creation of Fire Safety Strategy (FSS) and associated staff training to provide guidance on the implementation of the commitments contained in this policy.
- The key activities (e.g., risk assessment, testing, servicing) that we undertake.
- Maintaining competent staff and contractors.
- Communication internally and with customers and other stakeholders
- How the Group Board - as duty holder - will delegate responsibility for the implementation of policy, monitor its effectiveness, and receive assurance of compliance.

1.3 The scope of this policy includes:

- The undertaking of Fire Risk Assessments (FRA), and the remedial works and actions arising from the FRA.
- Cyclical maintenance of fire safety systems and equipment including but not limited to automatic fire detection and alarm systems; emergency lighting; automatically opening smoke vents or smoke control systems; portable firefighting equipment; dry or wet risers; sprinkler/mist systems; fire-fighting lifts; and
- General repair, maintenance, and management activity which could have an impact on fire safety within a building or individual property.

1.4 We will seek to comply with all current and relevant statutory obligations, primarily the following. This policy will also ensure that requirement of other legislation such as the Health and Safety at Work etc. Act 1974, the Landlord Tenant Act 1985 will also be met along with the Regulator of Social Housing (RSH) Consumer Standards and the Care Quality Commission (CQC) standards.

- The Building Regulations 2010.
- The Housing Act 2004 and.

- The Regulatory Reform (Fire Safety) Order (RRFSO) 2005.

1.5 This document is written at a time of change in relation to building safety management. New requirements are emerging, and we are committed to being proactive in implementing key aspects of the approach before legislation requires.

1.6 Our primary objective is to ensure that customers, contractors, staff, and visitors remain safe in our premises (both domestic and non-domestic) and failure to properly discharge our legal responsibilities may also result in:

- Prosecution under the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work etc. Act 1974, or Corporate Manslaughter and Corporate Homicide Act 2007.
- Regulatory intervention by the RSH or CQC.
- Reputational damage.

1.7 Related policies including the Health and Safety Policy, Asset Management Strategy and Fire Safety Strategy.

## 2. Roles and responsibilities

2.1 The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) is a statutory instrument applicable in England and Wales which places the responsibility on individuals within an organisation to conduct risk assessments to identify, manage and reduce the risk of fire.

2.2 This places a duty on VIVID (the body corporate) to be the 'Responsible Person' for fire safety and sets out the obligations. Detailed roles and responsibilities will be documented within the Fire Safety Strategy and associated guidance, but the overarching roles and responsibilities are as follows:

2.3 The **Group Board** has overall responsibility for approving this Policy, delegating responsibility for its implementation, monitoring its effectiveness at high level, and receiving assurance of compliance. The Board will also ensure that there is a system in place that provides adequate protection from detrimental treatment or victimisation for anyone making disclosures that they genuinely believe to be necessary in the interests of Fire Safety.

2.4 The **Governance Team** will be responsible for ensuring that the Group Board receives the assurance it requires.

2.5 The **Chief Executive Officer (CEO)** will be responsible for the implementation of the Policy and will allocate responsibilities within the Executive Management Team and ensure that there is adequate management, monitoring, and visibility of performance. The CEO will recommend this Policy to the Group Board on behalf of the Executive.

2.6 The **Chief Operating Officer** will take overall responsibility for the delivery of the Policy commitments described in the Data, Key Activities to Manage Risk and Communications sections of this Policy. They will attend the Audit & Risk Committee meetings when invited and ensure that areas of non-performance are reported and

escalated where required. All potential, material non-compliance will be reported to the CEO/ Executive irrespective of whether this relates to a KPI scrutinised by the Executive or other groups.

- 2.7 The **Head of Building and Fire Safety** will take overall responsibility for planning and implementing and managing the assurance activities described in this Policy and for the effective upward reporting of performance. This role is the nominated individual appointed to ensure VIVID's Responsible Person duties are fulfilled.
- 2.8 All **Directors and Heads of Service** will take responsibility for ensuring that staff and contractors they employ have the skills, knowledge, and expertise necessary to deliver the commitments outlined in the Policy. Directors will identify Competent Person(s) (internal or external) suitable for the delivery of specific tasks.
- 2.9 **Competent Person(s)** will have a responsibility to identify any concerns about their own competency for the task that they are being asked to undertake and recommend additional competency is procured where required.

### 3. Implementation and management

- 3.1 We will maintain an FSS and associated Operational Guidance which shall:
- Provide additional guidance on how the commitments outlined within this policy will be implemented.
  - Provide clear lines of responsibility for the management of fire safety.
  - Set out key operational processes.
  - Ensure that a clear and consistent process is in place to obtain access to properties where this is required. This will include proactive assessment of available data for relevant information about the customer to help gain access (disability, vulnerability, local connections, etc.). Tenancy enforcement action will be used where required.
  - Maintain a process for dealing with unsafe situations or incidents.
- 3.2 To meet our obligations, we must maintain a robust approach to identifying the Assets and components for which we have responsibility and to achieve this we will:
- Maintain an up-to-date primary database of all properties that will indicate both where we do and do not have a responsibility to provide Fire Risk Assessments (FRAs) and/or maintain fire safety equipment.
    - This will include the identification of properties where we have no responsibility, but we have an interest (e.g., a block managed by others but VIVID owns a leasehold dwelling) or those where there is more than one Responsible Person.
  - Where a requirement for an FRA exists, hold full electronic copies of the current and previous FRAs.
    - Including key reportable and auditable information from the same including but not limited to the unique property reference (UPRN); property designation; construction type; building management; shared

responsibilities; risk profile; evacuation strategy; date of last risk assessment; review frequency; and date of next risk assessment.

- Where fire safety equipment exists, hold reportable and auditable information including but not limited to: UPRN; type of equipment; manufacturers' requirements and instructions (where available); associated testing/servicing frequencies; last date completed; and next date due.
  - Records of at least the last two completions of each activity/equipment type will be held. These will be held electronically but there may be instances where a hard copy is kept on site and in this instance additional controls will be in place as detailed in the FSS.
- Maintain current and auditable records of remedial works arising from the FRAs or other fire safety related inspection or testing.
  - The records will include address and risk profile of the property; detail of the work item required; priority and target completion date; person responsible; completion date and associated sign off; and evidence of completion.
- Where we have no responsibility for a fire safety activity described in this policy but have one or more residents living within a block where one may be required, we will write to the Responsible Person on an annual basis asking for written confirmation that:
  - They are fully aware of all relevant legislation and their obligations.
  - All relevant activity - including but not limited risk assessment, inspection, testing, remedial works, and maintenance - has been undertaken by a person competent to do so and is not overdue.
  - They are in full compliance with all relevant legislation.
  - We have been informed of any material issues relating to resident health and safety.
  - Where we do not receive an adequate response, we will take reasonable steps to follow this up. Further details will be contained within the FSS. Records will be kept for the current and previous year.
- The approach to data and Risk management will be documented in the Risk Management Policy and FSS.

#### **4. Managing the risk**

4.1 There are several ways we will manage fire safety risk across the organisation including:

##### 4.2 Fire Risk Assessments

- Undertake suitable and sufficient FRAs in accordance with the Regulatory Reform (Fire Safety) Order 2005 and record the significant findings. Undertake recommended remedial work within the timescales set by the Competent Person who completed the FRA.
- The basic FRA will be a Type 1 which will be escalated to a Type 2, 3 or 4 based on the recommendations of the Fire Risk Assessor. A full definition of 'Type 1-4' refers to the Government Guide Fire Safety in Purpose Built Blocks of Flats.

- Undertake new FRAs in line with the recommendations in the FRA. FRAs will be renewed on or before the date recommended by the Competent Person undertaking the previous assessment.

#### 4.3 2025 Legislative and Policy Updates

##### 1. BS 9991:2024 & Transition to European Standards

Fire safety requirements updated for residential buildings including care homes, student housing, and apartments. Transition from BS 476 to BS EN 13501 classification system (effective March 2025). Revised evacuation lift recommendations and clearer height thresholds for single-staircase designs.

##### 2. Approved Document B – Sprinklers & Fire Testing

Sprinkler systems are now mandatory in all newly constructed care homes (2025). Incorporation of BS EN 13501 standards, with the removal of outdated BS 476 fire classifications.

##### 3. Personal Emergency Evacuation Plans (PEEPs)

PEEPs are mandatory in multi-residential settings, especially care homes, ensuring tailored evacuation support for residents with mobility or cognitive impairments.

##### 4. Enforcement & Compliance Timeframes

Enforcement agencies now have up to 12 months (instead of 6) to bring legal action following breaches of fire safety law.

##### 5. Grenfell Inquiry & Social Housing Regulation

Implementation of Grenfell Inquiry recommendations, including barring implicated firms from public contracts.

6. Social Housing (Regulation) Act 2023 remains in force, with proactive inspections and unlimited fines for landlords failing to maintain safety. Building safety levy introduced, with a national deadline of 2029 for remediation of unsafe cladding.

##### 7. Product & Emerging Safety Risks

Surge in e-bike and e-scooter battery fires (211 incidents in 2024, with fatalities). Product Regulation and Metrology Act 2025 enhances regulator powers to enforce safety standards across consumer goods, including lithium-ion battery products.

#### 4.4 Review FRAs, no matter what the risk category, following any of the events below:

- A fire, near miss or threat of arson.
- The introduction of new work practices.
- Issues highlighted regarding the external building fabric (e.g. cladding).
- Works affecting the means of escape or alarm systems.
- Structural or material changes to the building or its use.

- Changes in legislation (or significant changes to guidance).
- The inappropriate use and/or storage on balconies.
- Changes to the building's fire strategy.
- Resident issues identified in person centred RA which would be relevant to the building? E.g., resident who is unable to self-evacuate where the escape strategy is simultaneous evacuation.

#### 4.5 Evacuation

- Ensure each building has an evacuation strategy stated clearly within the FRA. The evacuation strategy will be agreed with the competent person undertaking the FRA, however as a general guide:
- Residential accommodation (with common parts):
  - Purpose built accommodation will have a 'stay put' policy. Occupants have the option to stay in the building provided they feel it is safe to do so. The 'stay put' policy may change based on the instructions of the Fire and Rescue Service during an emergency.
  - Converted accommodation will have a 'total evacuation' policy. All occupants to self-evacuate in the event of fire or once the fire alarm sounds.
  - Residential buildings which are managed 24 hours, or which house vulnerable residents may require bespoke evacuation strategies specific to the premises.
- Commercial accommodation and community premises
  - All premises to have a 'total evacuation' policy. All occupants to evacuate in the event of fire or once the fire alarm sounds.
  - For commercial, community and non-residential premises it is the responsibility of each employee to inform their line manager of any physical or sensory impairment he/she may have, including temporary impairment, which may affect how they evacuate the premises. We will be proactive in becoming aware of people who may need assistance to escape in the event of a fire.
- General Needs
  - where practicable and should assistance be requested, we will provide advice and guidance to assist residents in developing their own means of escape plan in general needs premises. This will not involve the assistance of staff in the evacuation.
- Specialist Housing
  - Appropriate staff will make assessment of individuals. This will involve detailed and up-to-date records of occupants; in some buildings they will require Person Centred Fire Risk Assessments (PCFRAs). Assistance in evacuation provided by staff will be determined on a case-by-case basis. The Fire and Rescue Service will be included in the process and where required appropriate information will be held on site.
  - Any equipment to aid evacuation which should only be used by appropriately qualified or trained persons e.g., the Fire and Rescue Service.

#### 4.6 Evacuation Drills

- Evacuation drills will be conducted in all non-residential buildings. The FRA will determine this. In non-residential buildings we will endeavour to conduct drills twice annually. Results will be monitored to ensure evacuation in a safe and timely manner and improvements to evacuation processes made where necessary.
- All relevant new staff to the organisation will be instructed in the fire evacuation procedure on induction.

#### 4.7 Other

- We will proactively undertake further investigations to the buildings for which we are responsible, where required and this may include investigations into external wall systems, balconies, compartmentation, and fire doors.
- These investigations will be recommended by the FRA, the fire and rescue service or initiated where we seek further assurance around the design, installation, or maintenance of a building component.
- As a result of emerging guidance and the size of the portfolio, there are likely to be numerous further investigations required and a programme will be implemented based on the building risk profile and monitored regularly.

#### 4.8 Fire Door Inspections

- We will comply with the requirements of Regulation 10 with reference to fire door inspections and this approach will be amended if further guidance or amendments are issued.
- Fire doors will be sample inspected as part of the FRA process and at regular intervals as recommended within the FRA.

#### 4.9 Remedial Actions

- All remedial actions arising from the FRA or further investigations shall have clear completion targets agreed by the Competent Person undertaking the FRA. Any proposed changes to the agreed completion targets will be documented, agreed by a Competent Person, and proposed to the Fire Safety Committee for approval. The decision will be recorded and reported within the Key Performance Indicators (KPIs) to ensure clear visibility.
- All fire safety remedial work should be conducted in accordance with the relevant British Standard, approved code of practice or associated good practice guidance. Any contractors undertaking specialist fire safety remedial works should be third party accredited.
- The fire risk will be reviewed regularly from the time of FRA completion until remedial works have been completed.
- Large remediation programmes following further investigations may be monitored as distinct projects outside of general remedial actions.

#### 4.10 Testing and Maintenance of Fire Safety and Equipment, Gas Installations and Electrical Installations

- All fire safety equipment within the scope of this policy will be evaluated and maintained in accordance with regulatory and statutory requirements and considering manufacturer's requirements. This will include the completion of all essential remedial works requirements identified during the testing/maintenance activity.
- All assets have a satisfactory Electrical Installation Condition Report (EICR) in accordance with current electrical compliance requirements.
- All gas installations are maintained in accordance with the Gas Safety regulations including the completion of Landlord Gas Safety Records (LGSR) where appropriate.
- All repairs to fire safety equipment and gas and electrical installations will be undertaken in accordance with the relevant policy.
- We will write to any shared owner or leaseholder residents periodically to remind them of the importance of electrical and gas inspections even if it is not stated within the FRA. If it is stated actions will be taken to ensure these are received.

#### 4.11 Domestic Smoke/Heat Detection

- Ensure that all dwellings owned by VIVID (excluding leasehold and shared ownership) will have working mains powered smoke/heat alarms installed (or battery powered smoke alarms as an interim measure until mains powered can be installed).
- Maintain a programme of upgrading to mains powered with standby battery systems across all properties over the next 5 years as part of the EICR programme.
- Check smoke detection annually as part of the heating servicing contract or, where properties are not part of heating contracts, through other cyclical maintenance contracts.

### 5. Repairs, maintenance and construction

5.1 We undertake a range of repairs, maintenance and construction activity in the stock which is owned and there is a requirement for these works to be included within the Fire Safety Review approach.

#### 5.2 Repairs and Maintenance Activity

- There is a risk that repairs, and maintenance activity unwittingly impacts fire safety. Owing to the volume and nature of repairs works it is not practicable to undertake specific risk assessments of all jobs.
  - We will manage this risk by ensuring that all contractors must obtain prior permission before working on any of its properties, and that R&M contractors (internal and external) have a general awareness

of fire safety to inform dynamic risk assessment when undertaking responsive repairs that may have an impact on fire safety.

- Repairs will be conducted in accordance with the relevant British Standard, Approved Code of Practice or associated good practice guidance and by third party accredited contractors where required.
- Any contractors (internal or external) undertaking hot works as part of repairs activity must have an approved hot works procedure.
  - This should include avoidance of hot work unless no alternative method is feasible. The Contracts Register will identify if a contractor has such a procedure and is permitted to undertake such works.
- Certain buildings may be assigned as permit to work areas to manage the work to a particular element, area, or of a certain type. We will review the need for the operation of a permit to work scheme for a specific property on a scheme-by-scheme basis.

### 5.3 Planned and Major Works

- Planned maintenance or upgrade programmes commissioned by us to buildings that require an FRA will be subject to a risk assessment by a competent person to consider their impact on fire safety. Works programmes are likely to fall into one of three categories:
  1. Works subject to planning permission and/or Building Regulations approval.
  2. Works not subject to the Building Regulations (including those covered by the Building Regulations but delivered by under a Competent Person scheme) but where there is a foreseeable impact on fire safety.
  3. Works not subject to the Building Regulations where there is no foreseeable impact on fire safety.
- Works will only be in category three if a Competent Person has reviewed the proposed works and formally agreed that there is no foreseeable impact on fire safety.
- For all other works we will ensure that prior to works commencing a competent person will:
  - Review the proposed work against the fire risk assessment and any Building Safety Case.
  - Ensure anyone appointed to undertake design or construction activities can demonstrate the necessary competence to discharge their responsibilities relating to fire safety. This will include duty holders identified in the Construction (Design and Management) Regulations 2015 (the Client, the Principal Designer, the Principal Contractor, designers, and contractors).
  - Request reasonable assurance that duty holders have demonstrated that resident safety can be assured during the works or that a suitable decanting strategy is in place.
  - Engage with residents on fire safety matters that affect them.

- Request reasonable assurance that duty holders have complied with the building regulations in relation to fire safety where required
- Request reasonable assurance that there is an appropriate site inspection and sign-off programme in place for the stages of the work.
- During the project and at its conclusion, we will make any updates to the FRA or other key fire safety information as required.
- For certain projects on buildings there will be additional requirements in relation to notification and consent from Building Safety Regulator (once established).
- The Building Safety Case is likely to be at the heart of the new approach to evidencing the safety of buildings that fall within the scope of the new regulations. We expect the Safety Case to require a demonstration of how it has identified the hazards, evaluated the risks, decided on and implemented control and mitigation measures and has an ongoing process in place for monitoring. This is consistent with the approach that should be undertaken for FRAs under the Fire Safety Order and other commitments made in this policy.

#### 5.4 Construction

- There are detailed requirements on VIVID as a Client during construction projects and these are considered elsewhere. However, in relation to fire safety we will ensure:
  - we cooperate and share information with stakeholders at key stages prior to and during construction.
  - that the people we employ are competent to do the work they are undertaking.
  - compliance with the building regulations and specific regulatory requirements imposed upon us.
  - appropriate approvals are in place and that all information is handed over to Operations prior to any occupation.
  - that an FRA is undertaken prior to occupation.

#### 5.5 Resident Commissioned Works

- We will maintain a consent process for any resident commissioned works. In buildings that are subject to an FRA, a Competent Person will evaluate the proposed work to consider if there is a foreseeable impact in relation to fire safety. Approval will not be unreasonably withheld although consent may be refused, or conditions imposed where appropriate.
- Where unauthorised work with the potential to impact fire safety is discovered, we will take the appropriate action to remove or remedy. The cost of doing so may be recovered from the resident.

## 6. Management of homes

6.1 A key element of fire safety is managing homes, and we will:

- Prohibit the storage of any items in communal areas and escape routes without express permission.
- Maintain a no smoking policy in all communal areas.
- Not allow items that may accelerate or fuel a fire be stored on balconies (e.g. Screening, barbecues).
- Implement a risk-based approach to the periodic inspection of communal areas and escape routes in line with the FSS enforce the above.
- Ensure that, where provided, furniture is compliant with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended).
- Ask residents to alert the organisation of the presence of stored oxygen so that it can alert the Fire and Rescue Service of its presence.
- Enforce resident responsibilities where required considering a balance of individual residents' rights with the need for effective, timely action where there is a risk to the safety of other residents.

## 7. Communication and engagement

7.1 Internal Communication

- A communication protocol will be put in place to advise departments and officers of any key changes in the regulations or requirements.
- There will also be regular all staff training on elements that relate to them along with overall fire safety and specific work briefings for officers involved in any works that could impact on fire safety such as repairs or construction including fire drills and signage.
- Fire safety will be part of the staff induction process.

7.2 External Communication

- There will be a range of external communication to resident's key stakeholder and partners that include the following:
- Providing the FRA or evidence of fire equipment servicing to a relevant resident within 28 days when requested to do so.
- Informing residents of the importance of fire safety on a regular basis, through the provision of information via website, newsletters, leaflets, and information at sign-up.
- Maintain a clear approach to gaining access to conduct surveys and undertake works and be clear that enforcement action may be taken when it is necessary to do so.
- Communicate with residents through appropriate 'Fire Action' signage.
- Maintain a clear complaints process and monitor and record complaints that indicate a risk to a fire safety.
- Communicate with Leaseholders and Shared Owners annually to remind them of the importance of undertaking periodic electrical and gas safety checks.

- We will engage in a regime of regular and proactive communication with the Fire and Rescue Service to ensure good lines of communication and operational familiarity.
- We will maintain communication with the Building Safety Regulator, including reporting of mandatory and voluntary occurrences where required.
- Regular engagement with the Regulator of Social Housing

## **8. Monitoring**

8.1 Monitoring of fire safety will be through PIs and KPIs along with regular assurance reports to key groups, meetings, and stakeholders outside of the reporting referred to earlier in this Policy.

8.2 These will include:

- Buildings with a valid FRA renewed within its due date as a percentage of total buildings requiring an FRA.
- Remedial actions that are overdue on Buildings with no outstanding and overdue remedial actions as a percentage of total buildings subject to an FRA.
- Buildings with fire safety systems/equipment present where all systems/equipment has been tested/maintained in accordance with this policy as a percentage of total buildings with fire safety systems/equipment.
- Number of notices received by the Fire and Rescue Services in the reporting period.
- Number of notices from the Fire and Rescue Service that are overdue as a percentage of total outstanding notices.
- Number of safety occurrences - including any reported fires and fire safety related occurrence reporting (e.g., to the HSE or Regulator) during the reporting period.

8.3 Commentary will be provided for any properties or actions out of date to include the date they became overdue, days overdue, and the action proposed to bring them back into a compliant position.

8.4 To provide additional context, commentary will also include information on the proportion of activities within the reporting period that were undertaken before and after their due date.

## **9. Audit and assurance**

9.1 The following assurance activity will be undertaken:

- Internal checking independent of the performance data to provide additional assurance around the accuracy reporting including sample testing.

- Internal audit to provide independent assurance on the operation and effectiveness of controls.
- Works based quality assurance to evaluate the quality of work delivered.

## 10. Qualifications and competence

10.1 To ensure compliance by relevant accredited personnel there will be certain areas where key qualifications are required or where accreditation is needed.

10.2 Due to the wide variety of assurance and activities covered in this policy it is not possible to list all accreditations and qualifications but – as a minimum – Vivid will require the following:

- Ensure that FRAs are undertaken by British Approvals for Fire Equipment (BAFE) SP205-1 accredited organisations and all FRAs are subject to validation.
- Appoint an external Competent Person to provide retained support and advice in relation to fire safety. This will be or include access to a Chartered Fire Engineer and experienced Fire Risk Assessor – with experience on complex residential properties – who is listed on an approved register.
- Specific areas of competence relating to risk assessment, servicing and maintenance activity are listed within the FSS long with a procedure outlining the reasonable steps we will take to ensure the competence of those conducting work who are not under its direct control.

## 11. Equality impact assessment

11.1 An Equality Impact Assessment will be undertaken on this policy to ensure no negative impacts on characteristics.

## 12. VIVID Corporate Buildings & Storage Units

12.1 VIVID Corporate Buildings (Portsmouth / Basingstoke)

12.2 VIVID corporate buildings will be subject to all the standard requirements in respect of fire safety management. The key elements in respect of how these buildings are managed is set out below.

- Emergency fire alarms are fitted and maintained at both office locations.
- Fire Risk Assessments (FRA) are undertaken, and any actions/recommendations completed accordingly.
- Weekly fire alarm and emergency lighting checks are undertaken and recorded in the fire log with all call points tested on a rotational basis.
- Muster points are in place at both offices.

- We have a trained Lead Fire Marshal at both offices, supported by a team of trained fire marshals. As a minimum, we ensure that there have enough fire marshals on duty to have one fire marshal per floor and one on the muster point.
- Six monthly emergency mock evacuations are undertaken and recorded in the fire log.
- An evacuation fire strategy is in place for both offices. On hearing the fire alarm all employees, contractors and visitors must follow the fire action procedures displayed on notices around the buildings or as instructed by their host or fire marshal.
- In the event of an evacuation, Fire Marshals don a high visibility vest to identify themselves and use two-way radios to communicate with each other. A sweep of the floor is undertaken to ensure everyone has evacuated the building.
- It is the duty of every person on discovering a fire to sound the fire alarm instantly by operating the nearest call point (located near on exit doors). And then leave the building by the nearest available exit.
- In the event of an evacuation, the lifts should not be used, and no-one should attempt to re-enter the building until all clear has been given by the Lead Fire Marshal or Fire Service.
- The Facilities team undertake regular housekeeping checks and formally record an inspection every two weeks.
- Personal Emergency Evacuation Plans (PEEPs) are produced for staff requiring evacuation assistance and are shared with Fire Marshals. Full evacuation or placed in a place of safety depends on the content of the PEEP.
- The air conditioning automatically cuts out when the fire alarms are activated.
- Fire extinguishers are provided on each floor to aid evacuation only where necessary and are serviced and maintained by the compliance team.
- Emergency evacuation procedure available on VIV refers.

### 12.3 VIVID Storage Units

#### 12.4 Key points relating to fire in our storage units:

- A responsible person has been identified for each storage unit to lead with day-to-day management and operation of the unit.
- Emergency, fire alarms are fitted and maintained at both offices.
- Weekly fire alarm checks are undertaken and recorded in the fire log.
- The responsible person at each storage unit is a trained fire marshal.
- An evacuation fire strategy is in place at all storage units. On hearing the fire alarm all occupants must follow the fire action procedures displayed on notices or as instructed by their host or fire marshal.
- In the event of an evacuation, the fire marshal ensures that everyone has evacuated the building.

- It is the duty of every person on discovering a fire to sound the fire alarm instantly by operating the nearest call point (located near on exit doors). And then leave the building by the nearest available exit.
- In the event of an evacuation, no-one should attempt to re-enter the building until all clear has been given by the Lead Fire Marshal or Fire Service.
- Fire extinguishers are provided and are serviced and maintained the compliance team.

### 13. Review

13.1 The policy will be reviewed annually or when there are changes to the regulatory requirements.

<b>Co-Creation</b>	This policy is not listed in our Policy Framework as having a consultation / co-creation requirement, however, a consultation was undertaken. – August, 2025
<b>Equality Impact Assessment</b>	This policy underwent an Equality Impact Assessment – September, 2025
<b>Policy Author</b>	Head of Building and Fire Safety
<b>Policy Owner</b>	Kindy Bansal-Shah, Head of Building and Fire Safety
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