



Fire Policy

1. Aim of policy

This policy aims to ensure that VIVID achieves and maintains full compliance with fire legislation, takes all reasonable action to prevent fire and eliminates 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.

2. Scope of policy

This policy applies to all VIVID employees, other persons who may be affected by VIVID's work activities, or any person using its premises.

3. Policy statement

VIVID is 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.

4. 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 properties with an internal communal area 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 in communal areas of items that could potentially catch fire or block fire escape routes;
- Planning for an emergency and having in place Evacuation Plans, Stay Put policies, Fire Marshalls for VIVID offices, information for 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

5. Statutory requirements

Including but not limited to:

- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Building Regulations 2010
- Housing Act 2004

6. Related policies

- Health and Safety Policy
- Compliance Policy
- Fire Safety Procedure
- Fire Risk Assessments Procedure
- Fire Detection and Fire Management procedure

7. Monitor and review process

This policy:

- Shall be approved by the Health and Safety Committee and Board and will be formally reviewed every year.
- Associated fire related procedures and relevant Fire Risk assessment will be reviewed following incidents to assure that arrangements remain effective.

8. References/appendices

N/A

Author	Owner	Date approved	Review date
Head of SHEQ	Commercial Director	23 rd February 2018	22 nd February 2019