



Fire Safety Policy

Contents

Policy Statement	3
Responsibilities	3
Fire Risk Assessment	3
Fire Prevention Measures	3
Fire Detection & Alarm Systems	3
Emergency Lighting	3
Evacuation Procedures	4
Training.....	4
Fire Fighting Equipment.....	4
Record Keeping	4
Document Information.....	5
Amendment History	5

Fair Deal Fire Safety Policy

Policy Statement

At Fair Deal we are committed to ensuring the safety of all individuals on our premises by minimizing fire risks and complying with all relevant fire safety legislation. This includes conducting regular fire risk assessments and maintaining appropriate fire safety measures.

Responsibilities

- **Responsible Person:** Fiona Dunwoodie (CEO) oversees fire safety compliance
- **Fire Wardens:** Samantha McInnes, Fiona Dunwoodie, Amruta Sant assist with evacuations and safety checks
- **All Staff:** Must report hazards and follow fire safety procedures

Fire Risk Assessment

- These are conducted annually in our office premises and Houses of Multiple Occupancy (HMO) and any building Fair Deal has responsibility for. Fire Risk Assessments are carried out by a qualified external fire risk assessor from ACS Risk or as appointed by the relevant housing association in HMO's
- The FRA will identify hazards, evaluate risk, and recommend control measures
- Findings are documented and prioritised (High, Medium, Low)
- Remedial actions are taken immediately and FRA action plan is signed off by the CEO once actions complete

Fire Prevention Measures

- Annual inspection of electrical equipment (PAT testing) is arranged by our Business Support team Leader
- Safe storage of flammable materials in place and adequate metal cabinets to be in place for storage
- There will be clear access to fire exits and escape routes and a weekly health and safety walk round conducted by a trained staff member will identify any hazards/issues and report to H&S administrator or a manager immediately for remedial action

Fire Detection & Alarm Systems

- Weekly alarm tests are conducted by a named competent and trained staff member and a schedule is in place for this
- Maintenance of systems is undertaken by a competent contractor
- Smoke detectors and call points/fire detection systems/alarms is arranged by our landlord Ardenglen Housing Association

Emergency Lighting

- Monthly checks are conducted by a trained/competent staff member and a schedule of checks is complete
- Annual servicing of the emergency lighting is arranged by landlord and this is signed off as complete by our H&S administrator

Evacuation Procedures

- Fire Evacuation drills conducted at least twice a year and recorded in the fire safety folder. Nominated Fire wardens are responsible for coordinating and recording evacuation drills
- Clear signage is in place and designated assembly points
- Personal Emergency Evacuation Plans (PEEPs) are in place for individuals needing assistance
- Floorplan and evacuation procedure is visible and displayed in every area

Training

- Fire safety induction training is in place for all staff
- Fire warden training is in place for designated personnel ensuring adequate Fire warden numbers as per legislation

Fire Fighting Equipment

- Fire extinguishers are placed strategically and serviced annually
- Staff are trained in safe use but discouraged from fighting fires unless trained

Record Keeping

- Logs of alarm tests, equipment maintenance, training, and drills are all in place and monitored by H&S administrator
- Fire Risk Assessments are stored securely and reviewed regularly

Document Information

Document Ref:	Fire Safety Policy
Version:	1
Date of Version:	23/07/2025
Created By:	Fiona Dunwoodie
Approved By:	Fiona Dunwoodie
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
23/07/2025	1	Fiona Dunwoodie	Initial Release