



Fire Safety

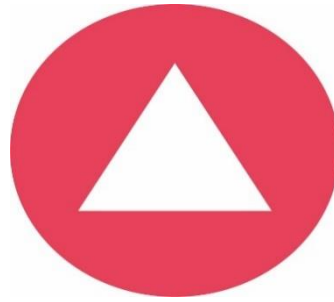
Policy Reference:		HS05	
Effective date:	August 2024	Review date:	August 2027
Approved by P&PRG:	June 2024	Approved by BoM:	August 2024
Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to: (check as needed)			
<input type="checkbox"/> Board of Management <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> ET/Leadership Team <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input checked="" type="checkbox"/> Other: Policy Review group	
Method of Delivery: (check as needed)			
<input checked="" type="checkbox"/> Learn Pro <input type="checkbox"/> Board Portal <input type="checkbox"/> Line Manager to Share (e.g. Agencies)		<input type="checkbox"/> Policy Owner to Notify (e.g. Contractors) <input checked="" type="checkbox"/> Other: H&S newsletter / General Drive.	
Stakeholder Consultation Completed (check as needed)			
<input type="checkbox"/> Board of Management <input checked="" type="checkbox"/> All Staff <input checked="" type="checkbox"/> ET/Leadership Team <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input checked="" type="checkbox"/> Other: Policy review Group	

Version Control

Date	Owner	Version	Reason for Change
June 2024	Brian Gunn	v.5	Cyclical review
June 2021	Brian Gunn	v.4	Cyclical review

Summary of Changes

Section	Change
Whole Policy	Use of new 2024 template for policies
4.0	Update on arrangements for leased relevant premises to other care providers
3.0	Add `others` next to third parties
5.1	Change from workplaces to relevant premises
5.3	Added new section on SFRS guidance available: <ul style="list-style-type: none"> • Existing non-residential premises (2022). • Existing premises with sleeping accommodation (2022). • Care Homes (2022). • Specialised housing and similar premises (revised February 2022). • Evacuating disabled persons from buildings (2014).
6.6	Add `visitors`
8.0	New section on L&D requirements
9.0	Update related P&Ps from Asset Management



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1.0 Ark`s Values

Ark`s values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy and procedure is to provide regulatory information and guidance to anyone connected to Ark workplaces, aware of our fire safety management system to prevent fires starting and to protect and preserve life in any fire emergency.

3.0 Policy Statement

This policy and procedure describes how Ark will meet and implement the requirements of current Scottish Fire Safety legislation and describe the responsibilities and duties of employees, supported people and third parties / others with regard to fire safety.

4.0 Scope

The policy and procedure applies to all employees of Ark, the Board of Management and to all people using and/or visiting the workplace e.g. visitors, relief employees, agency staff, supported people and contractors.

Ark owns other relevant premises that have lease agreements with other external care and support partners. These care providers have a duty to develop their own fire safety policy and procedures for their staff and supported people alongside the Ark duty to maintain the property, onsite fire safety systems and regulatory compliance.

Some aspects of this policy and procedure do not apply to supported people's homes where the support provided is a small care package where Ark are not commissioned to support with fire safety at home.

Where H&S support for fire safety is commissioned then the regulatory requirements should be met and noted in a person's Good Life Support Plan/Risk & Vulnerability (R&V) and any associated risk work.

5.0 Legal/Regulatory Framework

5.1 Fire (Scotland Act) 2005 This Act details the duties of the Fire and Rescue Services which include the promotion of community safety as well as responding to fire emergencies.

The Act also specifies who has responsibility for fire safety and fire risk assessment in relevant premises in Scotland.

5.2 The Fire Safety (Scotland) Regulations 2006

These regulations make provision in connection with the carrying out of fire risk assessments to identify risks in respect of harm caused by fire, identification of suitable risk controls and the review of those assessments. They also make provision about fire safety in relevant premises as defined in the Fire (Scotland) Act 2005.

5.3 Scottish Fire and Rescue Guidance

- Existing non-residential premises (2022).
- Existing premises with sleeping accommodation (2022).
- Care Homes (2022).
- Specialised housing and similar premises (revised February 2022).
- Evacuating disabled persons from buildings (2014).

In terms of regulatory expectations, Standard 1.3, of the Scottish Housing Regulator`s Regulatory standards of Governance And Financial Management requires each RSL should ensure that it complies with its constitution and its legal obligations, and Requirement 3, have assurances and evidence that it is meeting all of its legal obligations associated with housing and homelessness services, equality and human rights, and tenant and resident safety.

6.0 Responsibilities

6.1 Board of Management

Ark`s Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark`s Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark`s schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Leadership Team

Ark`s Leadership Team is responsible for review of the policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.4 Managers

Managers will be responsible for the effective implementation of this policy within their area of responsibility and will ensure that they are aware of the associated Risk Assessment, along with any requirements within this. They must also ensure that each member of their staff, through induction and team meetings, is made aware of this policy and participate in relevant training.

6.5 All Staff

Employees are required to familiarise themselves with this policy and comply with its provisions as well as undertake any training as part of the rollout of this policy.

6.6 Third Parties

Ark staff to monitor that the Fire Safety Policy is complied with when third parties, such as contractors / families / visitors / others are carrying out functions on behalf of Ark.

7.0 Fire Safety

Breaches of this policy and procedure will be viewed seriously and will be investigated in accordance with Ark's Disciplinary Policy and Procedures. Non-compliance breaches not only Ark's Fire Safety Policy but also the Health and Safety Policy and the Fire Scotland Act and Regulations.

8.0 Learning & Development Requirements

Ark will provide suitable and sufficient information, instruction, training and supervision to manage fire safety at Ark workplaces.

Ark will provide mandatory fire safety training via e-learning platforms that all staff must complete at induction and refresh every three years.

Depending on needs of an individual service, the Care & Support Manager will identify any further fire safety training needs for staff if identified after an internal or external audit / after an incident / change in staffing.

Ark H&S manager can provide on-site Fire Warden training for staff who work in relevant premises to support them in their role to manage fire safety on site, investigate causes of fire alarm activations, correct use of firefighting equipment and evacuation procedures. This training should be refreshed every three years or earlier if required.

9.0 Related Policies & Procedures

This policy should be read in conjunction with Ark's:

HS05 Fire Safety Procedure.

HS19 Your Home, My Workplace.

AM01g Inspection and Servicing of Gas Heating Appliances Procedure

AM01h Electrical Safety Checks Procedure.

AM01k Fire Safety Systems Equipment.

CS02 Care Planning.

10.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has been completed in relation to the development of this policy.

11.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

12.0 Stakeholder Consultation

In developing this policy, the following groups were consulted:

- Ark Executive Team.
- Ark Operations Management Team.
- All Staff.
- Ark Policy & Procedure Review Group.

13.0 Monitoring and Review

13.1 Monitoring

Ark's Executive and Leadership Team will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring delivery of Equalities Impact Assessments, and in relation to ensuring that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

13.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.