



POLICY

4.08 Fire Safety & Prevention Policy

Policy Category	Category 1 – All Staff
Policy/ Procedure Cross Ref	4.01 Health & Safety Policy 4.51 - Building Safety Compliance Policy ZZ4.05 Fire Compliance Procedure 2.09 Use of Oxygen in Services
Summary of Policy Changes	V6.4 Re-named from Fire Safety Management Policy Re-write, splitting Policy to form a fire preventative policy, Fire Compliance, a fire preventative procedure and forms for the fire manual
Policy Owner	Head of Health & Safety
Approval	ELT – March 2026
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Policy Summary

The Fire Policy is a formal document that outlines how fire risks are managed at St Anne's and our commitment to fire safety. This document highlights our duty and responsibilities to the following Regulations and Legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2023
- Fire Safety (England) Regulations 2022
- The Regulator of Social Housing.

All employees have a duty of care to themselves and others (colleagues, tenants, clients, visitors, contractors, and members of the public). This policy demonstrates our responsibilities and the need to look out for each other, this is to be achieved by; not overlooking any fire risks or hazards, reporting near miss events, and communicating with colleagues on what is expected of them.

Fire procedures are in place to ensure all colleagues know what to do with some additional guidance and forms, in keeping everyone safe including our buildings.

Please note: There is a separate ZZ4.05 Fire Compliance Procedure which covers the activities taken to keep the property within the Law. This version covers external fire risk assessments and the actions identified from them.

For the full details of this policy, please read the entire document, not just the summary.

1.0 Scope

This policy is applicable to all St Anne's staff, temporary workers, agency and casual staff, Trustees, clients, visitors, contractors, and members of the public.

The scope of the policy covers:

- Arson
- Smoking
- Lithium-ion batteries, device equipment s
- All other forms of ignition

Fire is a key element where full attention and focus is required, particularly upon a fire alarm activation, where colleagues take immediate action to ensure the safety of life to themselves, colleagues, clients, tenants, contractors and visitors. All aspects of fire safety and fire prevention within the sites we occupy, (regardless of whether the property is owned or leased). St Anne's colleagues will respond immediately to the fire alarm activation in accordance with their site fire strategy, therefore deploying safe evacuation without delay.

See 4.51 Building Safety Compliance Policy for information relating to building compliance and externally sourced fire risk assessments.

Fire Safety – Statement of Intent

At St Anne's we are committed to ensuring the health, safety and wellbeing of all staff, residents, tenants, contractors, visitors, and members of the public by maintaining the highest standards of fire prevention, preparedness, and response. We recognise that fire safety is an integral part of safety for all staff and person-centered care, we will ensure that fire prevention measures respect the dignity and independence of our clients while maintaining their safety.

This Statement of Intent outlines our dedication to complying with all relevant fire safety legislation and best practices, including the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021. We will comply with our legal duties in fulfilling our responsibilities. We will demonstrate this by conducting fire risk assessments and successfully implement and embed agreed control measures and communicate to all staff with their roles and responsibilities.

Our aim is to protect life and property. This means, all services and sites will have reasonable measures in place to minimise the risk of fire starting by conducting regular spot checks of not only shared and communal areas, but also our client and tenant accommodation. All fires, including near miss events, will be thoroughly investigated.

We will maintain safe environments ensuring that all premises are designed, maintained, and managed in a way that reduces fire risk and supports safe evacuation. Areas of high-risk will be kept locked, and accessed by authorised persons only, e.g. plant rooms, boiler rooms, stored oxygen etc.

We will strive to promote a positive fire-safe culture, through fostering a culture of fire safety awareness with our staff, clients, and tenants, as well as contractors by sharing with them site specific fire training, communication, and engagement.

Managers and staff will conduct regular risk assessments and personal emergency evacuation plans for vulnerable staff and clients, this activity may involve collaboration with social workers, family and friends with regular reviews, at least annually, and upon change of key staff, new clients, or in the event of a fire-starting including a near miss. The review will address key areas of weakness particularly where a fire or near miss has occurred, strengthening control measures accordingly.

Our staff training will be suitable and sufficient and proportionate to the service and design of the premises. All key operational staff will attend a face-to-face fire warden course, e-learning will provide awareness on fire prevention, and a video demonstrate how to safely use firefighting equipment, should it be required for safe evacuation.

This Statement of Intent will be reviewed annually or following any significant changes to legislation, premises, or operational practices.

Signed: Azra Kirkby

Chief Executive Officer

Date March 2026

3.0 Main Policy Content

St. Anne's is committed to ensuring the Health, Safety and welfare of our staff, clients, visitors, and general members of the public. It is therefore St. Anne's policy to ensure effective fire preventative practices are in place for all our services, staff, offices and the premises that we occupy.

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This policy explains how St. Anne's will comply with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

St. Anne's will arrange for the implementation of this policy in consultation with nominated Safety Representatives and will provide adequate instruction and training to all its employees.

St. Anne's is committed to involving clients and tenants, as far as is reasonably practicable, in the planning, implementation and maintenance of the fire safety management arrangements which affect them.

St Anne's accepts its responsibility to manage the risk from fires within its managed services and offices, this will be done through:

- All staff having defined roles and responsibilities for fire safety
- Good fire training and awareness for all staff
- Fire strategy plans for each site
- Personal Emergency Evacuation Plans for staff and clients where applicable

All St Anne's colleagues have a duty of care to ensure where reasonably practicable the safety to themselves and clients from the events of a fire starting within our services and offices.

The Fire safety and Prevention Policy Covers the below, see individual Procedures:

This Policy aims to provide information on how we will all contribute to the overall Fire safety and fire prevention across out site, services and offices, however additional procedures are in place and these need to be read in conjunction with this policy.

- Smoking Including Vaping & other related Substance and Paraphernalia
- Motorised Wheelchairs, Scooters (Lithium-ion powered)
- Lithium-ion related equipment & Charging
- Correct use and storage of oxygen see Policy 2.09 Use of Oxygen in Service

The fire safety and prevention policy covers all elements of fire prevention, and what St Anne's colleagues need to do to manage these risks.

The table below demonstrates the action our colleagues across services and offices will take to ensure we remain focussed on reducing or eliminating the risk of fire occurring.

Table shows key actions to manage the prevention of fire.

Subject Matter	Action to Take	Preventative Measures
General Fire Prevention	Daily checks	Removing or reporting anything that doesn't look right
Smoking (Staff/Visitors/Contractors) Cigarettes and Vaping	No smoking within the premises or grounds	Staff who smoke are to do this off the grounds and dispose of waste responsibly
Smoking (Clients)	See Separate Smoking Statement for each Service	Where possible Clients are encouraged to smoke outside. Risk Assessment to be completed
Wheelchairs and Mobility Scooters (Lithium-Ion Batteries)	Check the equipment or battery pack	Review the Manufacturer's instructions. Charging is not accepted within the site
Permanent use of extension leads	Daily checks including clients' rooms	Request via Maintenance Helpdesk or the Landlord for additional wall mounted sockets to be installed.
Use of Daisy Chaining (more than one extension lead joined together to power equipment)	Daily checks of shared and common areas and clients' rooms	These are to be disconnected immediately. Request additional wall mounted socket
Electric scooter & electric bicycle chargers	These are currently banned from all St Annes premises	Enforcing this ban, ensuring that none are brought onto or used on St Annes premises.

This policy covers all colleagues within Operational sites and Offices.

All Manager including FLM's within service are to ensure that fire safety is standing agenda item in every team meeting, allowing staff, clients and tenants to discuss 'near miss' events.

Operations

The first line manager (FLM) is always the responsible person for all the fire safety and preventative management on their sites. They will actively seek to reduce or eliminate the risk of fire starting, this can be done by:

- Developing and reviewing the internal fire risk assessment when there are any changes to the site, or a new FLM or clients come into the service.
- Reviewing the fire risk assessment following fire events occur.
- Any risks or hazards identified during daily checks are reported and relevant

- action taken to remove them.
- Putting in place a fire evacuation strategy based on the design of the property, the staff, and client's needs.
- Personal Emergency Evacuation Plans (PEEPs) to be co-produced with the client where possible and share with all staff (including agency workers) during their site induction and when updated.
- Having ultimate accountability for ensuring the regular maintenance and checks of the fire alarm system and relevant equipment and devices are carried out as per the agreed timescales.
- Carrying out at least 6-monthly planned fire drills, making sure all staff observe at least one of these drills; additional drills may need to be carried out if not all staff can take part or when new staff or clients are introduced to the service.
- Making sure that all staff have completed all training associated with their role both face-face and e-learning. This includes temporary and casual workers.
- Communicating with all staff to discuss the fire and emergency evacuation strategies are both understood and practice, providing confidence should the situation of a fire arise.
- Ensuring all visitors, contractors and others visiting site are fully aware of the evacuation procedure to follow should there be a fire alarm activation.
- All persons such as visitors, contractors and others are provided with instructions on what to do in the event of a fire evacuation, and that they sign in and out of the service.
- Any issues or concerns that cannot be resolved are to be raised to the Area Manager

Offices

All offices are to have a person who is responsible for fire safety management, including:

- Head Office
- Area Offices
- Local Offices

The ideal person for these locations would be the First Line Manager or an administrative role. In the event that site are multi occupied e.g. St Anne's and another Organisation, generally a representative from the landlord (if in occupation) takes a primary role in fire related activities and arrangements. All occupants will meet to form an agreement to include roles and responsibilities between all in occupancy. This agreement is to be recorded and communicated to all staff and displayed in all working environments at prominent locations. There is also a requirement under the RRFSo for all parties to regularly meet and discuss fire arrangements, minutes are to be recorded and retained.

The responsible person(s) will:

- Make sure there is an in-date, suitable and sufficient fire risk assessment in place from a 3rd party accredited fire risk assessor.
- Conduct an internal fire risk assessment and raise any necessary actions

to internal staff, internal direct labour operatives or to the Maintenance Helpdesk for an external contractor to resolve.

- Seek assurance that all staff using the offices are fire trained, training compliance reports to be obtained via Learning and Development or other parties' responsible person (in shared organisations).
- Collaborate with the landlord to ensure a 6-monthly fire drill takes place.
- Suitable and sufficiently trained fire wardens in place for the size and complexity of the site.
- Ensure regular checks are in place to test the fire system, equipment, and devices, findings recorded on the Building Compliance System.
- Ensure all visitors and contractors effectively sign in and out of the site.
- Ensure there is suitable fire evacuation aids in place for those who may require support to evacuate (applicable where the building has more than a ground floor level).
- All persons using or visiting the building are to receive instruction on what to do in the event of a fire evacuation occurring. These instructions can be displayed or communicated via an electronic system where applicable.

Training – Learning and Development

Line Managers are to ensure that all new starters complete relevant fire training, both e-learning and face-face where necessary and appropriate to the job role. Learning and Development will provide this information via the learning system. Line Managers and Fire Wardens will receive training from St Anne's internal trainers. All those who attend this session will be appointed as the Responsible Person for Fire and Fire Wardens. A fire warden will be nominated to be the fire controller who will be the person to confirm that the building has been fully vacated.

3.2 Roles and Responsibilities

St. Anne's Board is responsible for monitoring of St. Anne's overall health and safety performance and initiatives, the approval of St. Anne's Health and Safety Policy, to receive and assess reports on any major H&S incidents, including fire incidents.

Chief Executive Officer (CEO) is ultimately responsible for all matters relating to Health & Safety within St. Anne's, including fire safety. They are responsible for making sure the organisation provides reasonable and practicable provision of resources to meet fire safety needs.

Executive Leadership Team will ensure that resources and staffing are maintained at the level required for the successful implementation of St. Anne's Fire Safety and Prevention Policy. They will agree to fire safety improvement plans and consider requests for fire safety resources following appropriate risk assessments.

Head of Health & Safety fulfils the statutory duty as 'Competent Person' for the organisation. They will provide competent general health, safety, and fire advice to the organisation. The post-holder may appoint one or more competent persons to assist with the undertaking of the measures needed to comply with the requirements and prohibitions imposed by or under order of relevant statutory and regulatory

provisions. They will provide performance updates to the Quality and People Committee on fire safety on all people groups (except clients). They notify all Directors and the CEO of any fire occurring which may need to be reported to the Housing Regulator.

Executive Directors of St Anne's Community Services have delegated responsibility from the Chief Executive to ensure this policy, its associated procedures, management guidance, and systems are fully understood, and are applied and resourced, within their respective directorates.

Director of Housing and Estates (DH&E) is responsible for St Anne's portfolio of Estates and for fire prevention and fire occurrence. This role is ultimately responsible for ensuring any work identified from compliance reports to regulatory visits are completed to a satisfactory standard and that this work meets specific Health and Safety Law and Legislation. The DH&E will support the Head of Health and Safety in resolving any issues of concerns relating to our sites of responsibility.

Fire Wardens are responsible for ensuring the site they work from always has clear emergency escape routes and accessible final fire doors. In the event of the fire alarm activating, the fire wardens are to ensure that all clients, staff, visitors, and members of the public exit the property safely.

Learning and Development (Training)

Fire training is delivered via e-learning or face to face, depending on roles. All staff are to complete e-learning and remain compliant. Fire Warden training is attended by all FLM's, their Deputies and Managers who are responsible for fire at office locations. This training provides awareness of their role and responsibility, risk assessments, spotting hazards and risks, and what to do in the event of an evacuation.

Area Managers, First Line Managers and Deputies are responsible for their sites in ensuring they keep up to date with relevant fire policies and procedures. They are to communicate these to staff, clarifying where further understanding and knowledge is required. Area Managers are to carry out spot check audits, providing assurance of the controls in place to manage the fire risks.

First Line Managers are to ensure daily site inspections are carried out and documented, highlighting issues of concerns and immediately acting upon them, these may include but not exhaustive the following:

- Annual internal Fire Risk Assessment
- Checking fire escape routes are clear
- Fire exit doors are not blocked and open freely
- No stored combustible materials by any ignition source
- Monthly and weekly checks of the fire alarm system and supporting equipment and devices
- Weekly testing of the carbon monoxide detector

Managers and Deputies will review and update documentation relating to emergency preparedness procedures, the emergency evacuation requirements, and PEEPs where appropriate. Demonstrating effective communication and understanding of the

evacuation strategy by carrying out planned fire drills at least twice annually, engaging all staff. In addition, the fire drill is recommended to be carried out when new staff or clients are introduced to site.

Managers and Deputies will ensure that the fire checks are completed in accordance with the Compliance requirements.

High standards of housekeeping are required across all sites, clients' rooms and shared and communal areas to reduce the risk of fire starting, and to reduce the risk of slips, trips and falls occurring. This is to be followed by regular checks of the premises, and the undertaking of the premises safety checks, ensuring all staff and contractors are engaged in these communications where applicable.

Ensuring all work equipment is maintained, inspected, and calibrated where applicable, such as lifting equipment, hoists, reporting to Estates faults relating to equipment.

Area Managers will ensure their teams are following the necessary policies, procedures, and instructions to fulfil all roles and responsibilities.

All Employees are to comply with the instructions arising from the fire safety arrangements in their place of work. All employees have a responsibility to:

- Undergo and complete regular fire training relevant to the service(s) or office in which they work.
- Follow St. Anne's fire management procedures and the fire safety risk assessments and evacuation plans developed for their service or office.
- Support clients to understand and follow fire safety to the best of their ability.
- Where applicable, support visitors to understand and follow fire instructions.
- Bring to the Managers attention, immediately, any issue they have identified which may increase the risk of fire occurring or decrease the possibility of safe evacuation in the event of a fire.

3.2 Fire Incidents

All fire incidents and near misses are to be reported on our incident and accident reporting system and brought to the attention of Head of Health and Safety.

Unwanted fire signals are to be recorded on the incident and accident reporting system with a brief description of what has happened to trigger the fire alarm. If this is due to any activity of clients (smoking etc) this should be documented on the system as a separate incident.

Where a serious fire occurs, these are to be reported to the CEO and Board of Directors. A full investigation will be undertaken, this may involve a mix of senior managers including a director, the Head of Health and Safety, Head of Property and Head of Operations. Where minor damage, or no damage has occurred, these are to be fully investigated by the FLM with the lessons learnt identified, with support from the Area Manager; where required the Head of Health and Safety will support.

3.3 Records and Documentation

All documents relating to fire such as fire preventative measures, fire risk assessments, PEEPs, evacuation plans, weekly and periodic fire checks are to be completed and recorded. See the Fire Preventative Procedure.

4.0 Effects

All staff to be aware of their roles and responsibilities in the event of a fire starting. Everyone, including clients, are encouraged to get involved with the evacuation procedures and PEEPs where possible.

As an organisation, we hope to see good fire preventative risk assessments in place and by following guidance within this procedure, there should be a reduction in fire related incidents reported.