

Fire Safety Policy

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Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:		Board of Management SLT Policy Working Group Ark Working Group All Staff	
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Version Control

Date	Owner	Version	Reason for Change
May 2021	Brian Gunn	v.4	Cyclical review

Summary of Changes

Section	Change
Whole Policy	New format

Fire Safety

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1.0 Arks Values

Arks 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 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.

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 Plan 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 in workplaces 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.

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, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Senior Leadership Team

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

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and procedure within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in relevant training.

6.5 All Staff

Ark employees are required to familiarise themselves with this policy and procedure and comply with the content to manage fire safety at Ark workplaces.

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 have to complete at induction and refresh every three years.

Depending on needs of an individual service, the local manager will identify any further health and safety training needs for staff if identified after an internal or external audit or after an incident.

6.6 Third Parties

Ark staff to monitor that the Fire Safety Policy is complied with when third parties, such as contractors / families / 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 Related Policies & Procedures

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

HS05 Fire Safety Procedure.

HS19 Your Home, My workplace.

M17 Electrical Safety Checks.

M20 Fire Safety Systems Equipment.

9.0 Equality Impact Assessment (EIA)

The key tool which Ark will use to meet its obligations in terms of this policy will be an Equality Impact Assessment.

An Equality Impact Assessment (EIA) is a tool to assess the impact that a proposed activity will have on the different protected groups. An 'activity' could include introduction or review of a policy or procedure, guidance, decisions, or when significant changes are being made at the start of an activity. Ark will develop and share guidance to support relevant staff in relation to completions of EIAs.

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

10.0 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.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management.
- Ark Executive Team.
- Ark Senior Leadership Team.
- Ark Policy Working Group.
- Ark Working Group.
- Ark Staff.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Senior Leadership Teams 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.

12.2 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.