

## Workplace Fire Safety & Evacuation Policy

Prepared by	Corporate Manager
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Reviewed by	Audit & Business Sub-Committee

Corporate Fit	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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### Alternative formats available



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نحن سعداء لتقديم الترجمة  
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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

## Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

## Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

## Strategic Direction

**Consolidation and improvement:** Applicable to our core business as a landlord & property manager.

**Growth:** Through the new build opportunities, we are taking forward.

**Partnerships:** Where this can help to address shared goals and increase capacity and value.

**Resilience:** A key priority across all parts of our business.

## Strategic Objectives

**Services:** Deliver quality, value for money services that meet customers' needs

**Homes & neighbourhoods:** Provide quality homes and neighbourhoods.

**Assets:** Manage our assets well, by spending wisely.

**Communities:** Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

**Our people:** Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

**Leadership & Financial:** Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

## Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

## Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

## Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1.	Personal Emergency Evacuation Plan (PEEP) Template (HS-F12)

## 1. Introduction

- 1.1. We are committed to maintaining a safe and healthy working environment for employees, customers and other stakeholders and we recognise that having a robust fire safety policy and procedure ensures we can achieve this.
- 1.2. We recognise that there are risks associated with fire safety management at work and will ensure that appropriate fire safety management arrangements are implemented at each workplace premises to protect employees and others from the risk of fire.
- 1.3. This policy applies to all Association employees and workplace premises. It does not include our stock or residential premises; these are covered by our Fire Safety (Housing Stock) Policy.
- 1.4. This policy should be read in conjunction with our Health, Safety and Wellbeing Policy.

## 2. Risk Management

- 2.1. The current legislation requires employers to approach fire safety in a risk management approach and compliance with legislation is determined through employers assessing fire safety risks and implementing adequate control measures (i.e. fire risk assessment).
- 2.2. To ensure that we meet our legislative requirements, we have the following fire safety management controls in place:
- 2.3. Annual fire risk assessment  
An annual fire risk assessment of all workplace premises is carried out by an independent competent organisation. The risk assessment provides recommendations for action based on high, medium and low risk ratings. These recommendations are added to our fire safety action plan to ensure actions are completed.
- 2.4. Workplace inspection  
An annual workplace inspection is carried out of all workplace premises to ensure that they are fit for purpose and have the correct safety controls in place. This inspection includes ensuring that the workplace conditions are fit for purpose and that relevant controls are in place. The inspection acts as an internal audit of our workplaces.
- 2.5. Planned preventative maintenance & inspections  
In addition to the annual risk assessment, a programme of planned maintenance, inspections/checks and replacement of relevant fire equipment and systems is in place. This programme includes (1) fire alarms and activation points, (2) emergency lighting, (3) smoke and heat detectors, (4) fire extinguishers and other fire fighting equipment, and (5) general maintenance of the workplace premises. These maintenance and inspection programmes include facilities management requirements (e.g. electrical and gas safety), which have a knock-on impact on fire safety precautions.
- 2.6. Emergency Fire Action Plan  
All workplace premises have an Emergency Fire Action Plan which ensures that employees know what to do in the event of a fire and are able to be safely evacuated. This plan is reviewed annually (or when there have been any relevant changes to the workplace or legislation) by the Fire Wardens. Further information about this can be found in section 4.

2.7. Planned Evacuations (Fire Drills)

In order to check the effectiveness of our Emergency Action Plan we conduct planned evaluations annually (as a minimum). This is coordinated by the Fire Warden and Health and Safety Administrator, all other employees are unaware of the planned evacuation. Relevant details are recorded and reviewed to ensure the plan is fit for purpose.

2.8. Health and Safety Board

The Health and Safety Board are responsible for reviewing all fire risk assessments carried out and ensuring all actions required are completed (i.e. responsible for monitoring all health and safety action plans). The Board is chaired by the Health and Safety Administrator.

2.9. Health and Safety Administrator

The Health and Safety Administrator provides a critical assessment role and reports directly to the Chief Executive. They manage health and safety action plans and reports progress to the Management Committee.

2.10. Fire Wardens & Safety Checks

A pool of competent Fire Wardens provide support with fire safety measures by carrying out workplace safety checks (including alarm testing, equipment checks and checking escape routes) and managing evacuation procedures (including regular planned evacuations). A log of these checks and testing are held electronically (and are per site).

2.11. Training

All employees will undertake a fire safety induction when they join the Association and complete fire awareness training every 2-years. The Leadership Team, Managers, and members of the Health and Safety Board undertake a recognised Health and Safety certificated course which covers risk management (e.g. Managing Safely). The Management Committee undertake regular Health and Safety training. Fire Wardens must undertake relevant training, as identified by the Association.

### 3. **Responsibilities**

3.1. We have a dedicated 'responsible person' for fire safety management (this can be found with the Health, Safety and Wellbeing Policy). Their main responsibilities include, but are not limited to ensuring:

- fire safety precautions are in place to ensure the safety of employees and other stakeholders visiting Association workplaces, so far as is reasonably practicable.
- suitable and sufficient fire risk assessments are in place for workplaces.
- the monitoring of actions required as a result of fire risk assessments.
- the principles of prevention are applied when implementing any preventive or protective measures to eliminate, reduce or control fire risks.

3.2. We have a pool of Fire Wardens who provide day-to-day support to fire prevention and protective measures within Association workplaces. Their main responsibilities include, but are not limited to:

- Carrying out fire safety checks and inspections.
- Providing regular reports to the Health & Safety Board.
- Assisting with relevant risk assessments and action plans.
- Contributing to policy and emergency evacuation plan reviews.
- Organising and monitoring planned emergency evacuations.
- Provide support and guidance at times of fire-related or evacuation emergencies.
- Carrying out duties as assigned based on workplace location (e.g. floor sweeps).

- Fire Wardens must ensure that they keep themselves safe in the first instance and evacuate. Where a small fire is discovered, they may choose to use firefighting equipment if they believe it is safe and manageable.
  - Liaising with emergency services, as and when required.
  - Completing relevant paperwork, detailing any potential causes/triggers, and participate in any further investigations required.
  - Escalating serious matters of concern to Health & Safety Administrator.
  - Being a role model for safe working practices and supporting colleagues to (1) adopt safe working practices and (2) raise any health and safety concerns.
- 3.3. All employees have general fire safety responsibilities, they include but are not limited to:
- Ensuring good housekeeping standards are maintained (e.g. escape routes are kept clear, materials are stored safely & correctly, electrical equipment is damage free, etc.).
  - Reporting any concerns to their Line Manager, Fire Warden, or Health & Safety Board Representative.
  - Following emergency evacuation procedures carefully and considerately (e.g. without causing increased risk to others).
- 3.4. The above details the responsibilities in line with fire safety. Further information about general health and safety management and responsibilities can be found in the Health, Safety and Wellbeing Policy.

#### **4. Emergency Evacuation Plan**

- 4.1. An employee must keep themselves safe at all times during an emergency situation, where an action is not possible due to risk to themselves or others the employee must take the safest option possible.
- 4.2. The Emergency Evacuation Plan should be used in all emergency situations. This includes suspected external threats (e.g. letter bombs, terrorist threats). In circumstances linked to external threats, employee must not use any equipment (i.e. extinguishers) or investigate (i.e. in line with fire warden duties), priority is given solely to evacuation.
- 4.3. Each Association workplace premise will have their own Emergency Action Plan. These detail what employees and Fire Wardens should do in the event of an emergency evacuation can be found in the following appendices section (appendix 4 to 6).

#### **5. Personal Emergency Evacuation Plan (HS-F12)**


- 5.1. Employees with mobility impairments, sensory impairments, or other conditions that could hinder their ability to evacuate quickly and independently should request a Personal Emergency Evacuation Plan (PEEP)
- 5.2. A PEEP will detail specific arrangements for that individual's evacuation, such as:
- Assistance needed during evacuation.
  - Designated escape routes / or safe refuge points.
  - The use of any necessary equipment (like evacuation chairs).
  - Precautions to be taken.
  - Identification of a designated person to help with evacuation.
- 5.3. Fire Wardens will be made aware of any PEEPs in place, to allow them to share with relevant emergency services (if required).


## Appendix 1 – Equality & Human Rights Impact Assessment

<b>Policy</b>	Workplace Fire Safety		
<b>EIA Completed by</b>	Corporate Manager	<b>EIA Date</b>	August 2025
<b>1. Aims, objectives, and purpose of the policy / proposal</b>			
To provide an overview of our fire safety policy in the workplace.			
<b>2. Who is intended to benefit from the policy / proposal?</b>			
All employees.			
<b>3. What outcomes are wanted from this policy / proposal?</b>			
Increases awareness of fire safety policy and process.			
<b>4. Which protected characteristics could be affected by proposal?</b>	<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
	<input type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
	<input type="checkbox"/> Race	<input type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
<b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b>			
There is no characteristic impacted by the policy. However, the policy does provide guidance PEEPS, which may be used for those with a disability or age related impairments.			
<b>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</b>			
<b>7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).</b>			
<b>8. Consider the impact and actions to be considered for the following Human Right articles:</b>			
<b>Article 6: Right to a fair trial</b>			
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.			
Impact: None	Actions:		
<b>Article 8: Right to respect for private life, family life &amp; the home</b>			
Everyone has the right to access and live in their home without intrusion or interference.			
Impact: None	Actions:		
<b>Article 14: Prohibition of discrimination</b>			
Everyone has equal access to the other rights contained in the Human Rights Act.			
Impact: None	Actions:		

## Appendix 2 – Association Workplace Summary

<b>Location</b>	<b>868 Tollcross Road</b>
Building	Purpose-built office block (ground to 3 <sup>rd</sup> floor) which comprises of public areas (reception) and secure open plan office space, meeting rooms, staff break areas, plant rooms, and toilets.
Employees	Between 30-40
Customers	Ad hoc
Fire Wardens	2 dedicated Fire Wardens per floor (excluding 3 <sup>rd</sup> floor as solely meeting and break out area).
Assembly Point	Dunard Street bollards (next to car park area)
Gas shut off location	Green box situated in the grass area behind the employee entrance (next to public path). Key can be found within the reception area.




<b>Location</b>	<b>84 Braidfauld Street</b>
Building	Advice & Learning Centre (converted church) which comprises of community spaces, interview rooms, offices, kitchen areas and toilets.
Employees	Between 2-5 (with up to 8 volunteers)
Customers	Ad hoc with regular dedicated events and course.
Fire Wardens	1 dedicated Fire Warden
Assembly Point	Corner of Quendale Drive & Braidfauld Street.
Gas shut off location	The gas meter is in the cupboard under the sink in the public toilets. 

<b>Location</b>	<b>12 Methven Street</b>
Building	Supported housing (with 29 individual flats). Ground and first floors. Common areas, kitchen, office area, reception and flats. Stay Put Policy in place for individual flats.
Employees	1 employee
Customers	Tenants in individual flats may have visitors (ad hoc).
Fire Wardens	1 dedicated Fire Warden
Assembly Point	Entrance to car park
Gas shut off location	External cupboard, access is via the car park around the back of the complex.



<b>Location</b>	<b>15 Orchard Court</b>
Building	Office, common area, kitchen and toilets (one floor).
Employees	1 employee
Customers	Ad hoc depending on events and activities.
Fire Wardens	1 dedicated Fire Warden
Assembly Point	Car park outside building
Gas shut off location	White box situated on the outside wall. On the left-hand side of entrance.



## Appendix 3 – Employee Emergency Evacuation & Fire Action Guide (Tollcross Road & Braidfauld Street)

**Discovering a fire:** Raise the alarm immediately and activate the nearest call point (red wall mounted boxes). Dial 999.

**Hearing an alarm:** Stop what you are doing and evacuate.

**Safe evacuation:** Do not run. Do not collect personal items. Do not use a lift. Do not open any door where you suspect a fire.

Evacuation with visitors (someone within the fabric of the building): Escort all visitors (including contractors) to the assembly point.

Evacuation with customers (someone within the public spaces, e.g. reception / interview rooms)

Evacuation with PEEPs: Assist (if safe to do so) any employee or visitor with a PEEP to the either the assembly point or refuge point.

### Tollcross Reception Customer Responsibilities

Pick up visitor sign-in book.

Escort all customers from reception area to area front building entrance (not assembly point).

Ensure building remains secure until Fire Warden arrives, then make way to assembly point.

Hand visitor book to Fire Warden at assembly point.

### Braidfauld Reception Customer Responsibilities

Pick up customer sign-in book.

Escort all customers out of the building and carry out a register.

Ensure building remains secure until Fire Warden arrives, notify Fire Warden of any missing customers, then make way to assembly point.

**Assembly point:** Go straight to the assembly point. Ensure the Fire Warden has accounted for you.

If you have any concerns about colleagues that are not in attendance at the Assembly Point, inform the Fire Warden.

Do not re-enter the building until you are given the all-clear from a Fire Warden.

Tollcross Assembly Point: Dunard Street bollards

Braidfauld Assembly Point: Corner Quendale Drive & Braidfauld St..

## Appendix 4 – Fire Warden Emergency Evacuation & Fire Action Guide (Tollcross Road & Braidfauld Street)

### Upon fire alarm activation

Clear their designated area of the building, including meetings rooms, toilets, etc. Check Fire Panel for activation point or faults.

Complete an inspection of their designated area for any signs of fire (complete during clearing of area / evacuation).

Visible fire or sufficient evidence of a fire	Contact emergency services. Use fire extinguishers, if safe to do so, to tackle small / contained fires. Evacuate to assembly point.
No visible fire or sufficient evidence of a fire	Complete a dynamic risk assessment of the activation and notify the emergency services, if required (the Fire & Rescue Service will no longer automatically upon a fire alarm activation. Therefore, a dynamic risk assessment should be carried out to identify if the emergency services are required).

### Location specific Fire Warden duties:

Tollcross Road Ground Floor	Check Fire Panel and note activation point or faults. Relieve reception from entrance & keep entry secure. Collect key for gas shut off box.
Tollcross Road 1 <sup>st</sup> & 2 <sup>nd</sup> Floor	On evacuation collect the employee & contractor sign-in books from reception (visitor sign-in will be supplied by reception employee).

### Once the building is clear, Fire Wardens will:

- Ensure the building is secure and that no-one returns to the building.
- Complete a register of employees (and any signed in visitors within the building).
- Notify the emergency services attending any key information (PEEPs, floor plans, etc.).
- Notify the emergency services if someone is not accounted for.
- Liaise with emergency services and confirm when it is safe to return to the building.

### Example of dynamic fire risk assessment

Activation by single smoke detector. No fire identified and/or fault found on Fire Panel. ↓	Activation by single smoke detector. No fire identified and/or fault found on Fire Panel. ↓	Activation by multiple sources (i.e. multiple smoke detectors, heat detector or call point). ↓
Fire Wardens investigate activation area. ↓	Fire Wardens investigate activation area. ↓	Emergency services notified.
No fire identified – system reset and monitored for faults.	Fire identified – emergency services notified.	

## Appendix 5 – Emergency Evacuation & Fire Action Guide (Methven Street & Orchard Court)

Employees based at Methven Street and Orchard Court are lone workers and trained Fire Wardens.

**Discovering a fire:** Raise the alarm immediately and activate the nearest call point (red wall mounted boxes). Dial 999.  
Use fire extinguishers, if safe to do so, to tackle small / contained fires.

**Hearing an alarm:** Stop what you are doing and evacuate.

### Methven Street

#### Safe evacuation:

Do not run. Do not collect personal items. Do not use a lift. Do not open any door where you suspect a fire. Collect visitor log.

Check Fire Panel for activation point or faults. Clear building of tenants & visitors from common areas, as far as reasonably practicable and safe.

Assist (if safe to do so) anyone with a PEEP to the either the assembly point or refuge point.

The emergency services will automatically attend due to the domestic dwellings contains within the location.

Stay Put Policy in place for individual flats.

#### Assembly point:

Go straight to the assembly point.

Complete a roll call with the visitor log.

Laise with the emergency services.

Do not re-enter the building until you are given the all-clear from the emergency services.

Assembly point: Car park entrance.

### Orchard Court

#### Safe evacuation:

Do not run. Do not collect personal items. Do not open any door where you suspect a fire. Collect visitor log.

Check Fire Panel for activation point or faults. Clear building of tenants & visitors from common areas, as far as reasonably practicable and safe.

Assist (if safe to do so) anyone with a PEEP to the either the assembly point or refuge point.

Complete an inspection for any signs of fire during evacuation ↓.

#### Visible fire or sufficient evidence of a fire

Contact emergency services. Use fire extinguishers, if safe to do so, to tackle small / contained fires. Evacuate to assembly point.

#### No visible fire or sufficient evidence of a fire

Complete a dynamic risk assessment of the activation and notify the emergency services, if required (the Fire & Rescue Service will no longer automatically upon a fire alarm activation. Therefore, a dynamic risk assessment should be carried out to identify if the emergency services are required).

**Assembly point:** Go straight to the assembly point.

Complete a roll call with the visitor log. Laise with the emergency services (if required).

Do not re-enter the building until you are given the all-clear from Fire Warden.

Assembly point: Car park at front of building.