

Fire Safety Policy

At CDS, we acknowledge our responsibility to take precautions and protect the safety and wellbeing, so far as reasonably practicable, of our employees, tenants and others affected by its undertakings, against fire and the effects of fire.

CDS, through the Responsible Person (RP), recognise that fire safety is a key part of good business management, and it is therefore our objective to focus on appropriate fire prevention and protective measures, underpinned by a suitable and sufficient fire risk assessment process.

The overall aim of this policy is to minimise the risk to life and property as a result of fire in properties where our staff work or where CDS has a duty as a landlord.

Our policy is to:

- Undertake fire risk assessments at least every five years in order to evaluate the risks from fire and explosion respective to premises owned or managed by CDS and to record findings and ensure action is taken for any issues identified as a result of the fire risk assessments. We will undertake a review of FRAs annually or in the event of a significant change by someone with knowledge of the property. “Significant change” means extensions, refurbishments, change of use or after a fire event.
- Implement measures for fire protection and prevention, including management arrangements to plan, organise, control, monitor and review fire safety measures.
- Consider persons who may be especially at risk as part of our fire risk assessment processes; for example, persons who may have a disability, or who may need other special help.
- Provide fire-fighting equipment, an adequate means of raising an alarm and fire detection equipment where appropriate.
- Provide unobstructed and adequately lit escape routes, signage, and fire assembly points.
- Maintain facilities and equipment in good repair and working order.
- Draw up appropriate general precautions and fire plans.
- Inform employees and others about fire risks and the necessary precautions.

- Where required, provide specific fire training - taking into consideration the workers' capabilities as regards health and safety when entrusting tasks to them.
- Ensure that alarm testing is done weekly and evacuation drills are done and recorded at least annually.
- Keep records of tests, drills, equipment maintenance, and training.
- Where appropriate, appoint one or more Competent Persons (CP) to assist us in implementing the above arrangements and advising on changes in legislation timely.

Responsibilities:

- The Board have ultimate responsibility for ensuring that CDS are compliant with all fire safety legislation.
- The Operations Director is responsible for appointing safety experts to support her/him by ensuring our standards and expectations, policies, procedures and application of procedures are adequate and fulfil our legal obligations.
- Specific responsibilities for day-to-day activities will be delegated to managers, officers, contractors and consultants. The Operations Director will ensure that training is provided to those staff in order to discharge their responsibilities.
- The Corporate Services Director is responsible for monitoring compliance.

Reporting

We will report on fire safety in the following ways:

- Quarterly report to Corporate Services Committee on health and safety compliance, including the number of overdue FRAs
- A quarterly report to Services Committee on progress with any actions identified in FRAs
- Monthly report to SMT on health and safety compliance, including the number of overdue FRAs and the date the next FRA is due

Principal Legislation:

Regulatory Reform (Fire Safety) Order (RRO)

Fire Safety (Employees' Capabilities) (England) Regulations

Fire Safety Act 2021