

# Fire Safety Policy and Arrangements

Version of 3 Dec 2025



**NAME AND ADDRESS OF PREMISES: St Martin's Community Resource Centre 232 Dalry Road  
Edinburgh EH11 2JG**

**St Martin's Community Resource Centre**  
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## 1. INTRODUCTION

Within Scotland, fire safety is governed by the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. These two pieces of legislation are supported by sector specific guides which assist responsible persons (duty-holders) with their compliance duties

The Fire Safety (Scotland) Regulations 2006 are based on Health and Safety Legislation and place risk assessment as the foundation for fire safety within buildings.

Within the sector specific guides, which provide guidance on compliance for specific types of premises, the following areas are highlighted within the section “Managing Fire Safety”

- Fire safety policy.
- Emergency fire action plan
- Fire safety information and training.
- Fire drills.
- Maintenance of fire safety measures
- Recording information and keeping records

Fire safety policy should recognise a commitment from the senior management within an organisation and establish fire safety as a key safety objective. Policy should indicate a framework of roles and responsibilities appropriate to the type and size of the organisation to discharge the organisational responsibilities. The policy should also indicate arrangements for the effective management of fire safety within the organisation.

## 2. GENERAL POLICY STATEMENT AND RESPONSIBILITIES

St Martin's Community Resource Centre (SMCRC) is committed, as far as is reasonably practicable, to providing a safe environment for its staff and visitors to its premises. Part of this commitment is in the provision and management of adequate fire safety systems, procedures and the provision of training and information.

SMCRC will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, and any other relevant legislation that may impact upon it. The aim of this document is to provide guidance which will be implemented to secure the safety and wellbeing of everyone within the premises or in the immediate vicinity who may be affected by fire.

SMCRC will achieve this by:

- Carrying out and reviewing when necessary, fire risk assessments
- Providing fire safety measures for the protection of staff and persons resorting to the premises
- Providing emergency procedures in the event of fire
- Regularly checking and maintaining fire safety measures

- Providing adequate training, information and instruction
- Maintaining adequate records
- Reviewing this policy at regular intervals

SMCRC is committed to on-going monitoring and review of its fire safety measures, to ensure that continual improvements in the management of fire safety can be achieved.

Responsibility for the management of fire safety within the premises is undertaken by the Fire Safety Coordinator (contactable as [firesafety@smcrc.org](mailto:firesafety@smcrc.org)) and day to day assistance is provided by additional volunteers. Additionally, where no in-house competence is available in respect of specific fire safety issues, SMCRC shall enlist the services of a competent external consultant to provide advisory services.

Saint Martin's Community Resource Centre does not provide an on-duty manager when there are groups using the building. Where this policy refers to staff, this includes anyone who is acting on behalf of SMCRC to manage the premises, whether paid or as a volunteer. Where this policy refers to group leaders, this indicates staff and/or volunteers from the organisations that hire rooms in the building responsible for activities within the venue.

### 3. FIRE RISK ASSESSMENT ARRANGEMENTS

A fire risk assessment shall be undertaken in accordance with Section 53 of the Fire (Scotland) Act 2005 and shall be specific to the premises. The assessment shall be completed by a person who has sufficient technical training and experience or knowledge to undertake the fire risk assessment.

The assessment shall be reviewed in accordance with The Fire Safety (Scotland) Regulations 2006 on a regular basis to ensure it is kept up to date. A review must be carried out if:

- There is reason to suspect it is no longer valid.
- There have been significant changes in the matters to which it relates such as changes to the premises affecting fire safety measures.
- There is a change in the number or characteristics of the occupants.
- There is a change to work procedures, processes or new equipment.
- There are significant changes in furniture or displays.
- Introducing or increasing the use or storage of dangerous substances
- Employing a young person (under 18 years old)

The results of the fire risk assessment and any review shall be documented.

### 4. EMERGENCY FIRE ACTION PLAN ARRANGEMENTS

The fire warning system within the premises is a single stage alarm/flashing beacons which will result in full and immediate evacuation of the premises to the dedicated assembly point outside the premises at the corner of Murieston Crescent and Murieston Terrace. Fire action notices are displayed within the premises adjacent to all fire exits.

Staff and group leaders will call the fire and rescue service to any fire incident using the 999 system.

Staff and group leaders will ensure that any visitors and building users they allow into the building are made aware of what action to take in the event of fire.

All staff and group leaders are familiar with the action to take in the event of fire, including the use of fire extinguishers and the isolation of equipment and this forms part of induction and on-going fire safety training. Staff and group leaders will act as hosts for their visitors and user groups within the premises and shall be responsible for ensuring their evacuation to the assembly point in the event of a fire. Group leaders will take a roll call of their group and liaise with the fire and rescue service on their arrival at the premises. Any staff or group leaders present will inform the fire and rescue service of any hazards within the premises.

There are currently no staff who have disabilities which would prevent them from evacuating the premises unaided in the event of a fire incident. Should SMCRC employ staff with disabilities, then a Personal Emergency Egress Plan will be developed with that person.

The main entrance is on level ground to allow for physically disabled customers to access and egress the premises. A lift is also provided for those with a disability or with limited mobility to access the lower level of the building.

## **EMERGENCY FIRE ACTION PLAN**

### **If you discover a fire**

1. Immediately operate the nearest break glass call point.
2. Tackle the fire using the portable fire extinguishers provided only if it is safe to do so and you are competent to operate it.
3. Evacuate the premises by the nearest safe exit.
4. Close all doors behind you.
5. Assemble at the dedicated fire assembly point OUTSIDE AT THE CORNER OF MURIESTON CRESCENT AND MURIESTON TERRACE
6. Do not stop to collect personal belongings.
7. Do not re-enter premises until instructed to do so.

### **On hearing the fire alarm [SIREN]**

- Evacuate the premises by the nearest safe exit.
- Close all doors behind you.
- Assemble at the dedicated fire assembly point OUTSIDE AT THE CORNER OF MURIESTON CRESCENT AND MURIESTON TERRACE
- Do not stop to collect personal belongings.
- Do not re-enter premises until instructed to do so.

**Our building is unstaffed. We rely on the fire wardens appointed by user groups. In a fire, they shall:**

- **call the fire and rescue service on 999.**
- **account for any staff and visitors in the premises at the assembly point.**
- **meet and liaise with the fire and rescue service on their arrival.**

**If an SMCRC staff member is present, they shall also perform these duties in relation to their own visitors.**

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## **5. MAINTENANCE OF FIRE SAFETY MEASURES**

Fire safety measures within the premises require to be checked and maintained at regular intervals. Some checks and tests can be undertaken in-house whilst others require to be undertaken by sector competent personnel. Some systems and equipment are subject to test in accordance with current British Standards.

The following testing regime shall be undertaken within the premises:

### **DAILY**

- Check fire panel to ensure it is active and without faults.
- Check means of escape and exit doors are freely available.

### **WEEKLY**

- Test the fire warning system using a different break glass call point for successive weeks.

### **MONTHLY**

- Carry out a function test of the emergency lighting.
- Brief visual check of fire extinguishers for obvious faults
- Check safety signs and notices are legible.
- Check securing devices on exit doors for correct operation.

### **SIX MONTHLY**

- Fire warning and automatic detection system to be serviced.

### **ANNUALLY**

- Portable fire extinguishers to be serviced.
- Annual servicing and discharge test of emergency lighting

### **ELECTRICAL**

- The fixed electrical wiring system shall be inspected every 5 years by a competent person.
- Fixed electrical appliances shall be tested and inspected in accordance with manufacturer's instructions by a competent person.
- Portable electrical equipment should be tested annually by a competent person.

**All defects in respect of fire safety measures should be reported to the Fire Safety Coordinator as soon as possible to enable corrective action to be taken as a matter of priority and where necessary, contingency plans put in place.**

## 6. STAFF TRAINING AND FIRE EVACUATION DRILL ARRANGEMENTS

Training shall be undertaken on commencement of employment for all staff and periodically thereafter at intervals not exceeding twelve months, or where staff are exposed to new or increased risks. These timescales do not prevent additional training from being undertaken where the need arises or is identified.

All training should complement the emergency fire action plan and be evidenced by management records. Fire safety training should be specific to the premises and should as a minimum include the following: -

- The action to take on discovering a fire.
- How to raise the alarm and what happens then
- The action to take upon hearing the fire alarm
- The significant findings of the fire safety risk assessments
- The measures put in place to reduce the risk of fire.
- The identity of people nominated with responsibilities for fire safety.
- The procedures for alerting visitors and members of the public including, where appropriate, directing them to exits.
- Personal emergency egress plans for disabled guests/persons where applicable
- Special arrangements for serious or imminent danger to persons from fire
- The arrangements for calling the Fire and Rescue Service
- The location and, where appropriate, the use of firefighting equipment
- The location of the escape routes, especially those not in regular use and assembly points
- How to open all doors on the escape routes, including the use of any special fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- The importance of good housekeeping
- The precautions to be taken to minimise and control the risks, with attention to their role in reducing and controlling fuel, ignition sources and dangerous substances.
- How to stop any processes or isolate power supplies, where necessary, in the event of a fire
- Any additional needs identified by the duty-holder.

Evacuation drills shall be carried out six-monthly (more frequently if necessary to ensure all staff are involved annually) and be scheduled in such a way to include each of the building's user groups to the extent this is realistic and achievable. This shall ensure that all staff and fire wardens understand their role within the plan and are familiar with its operation. The plan should also be evaluated at this time for effectiveness and any weakness addressed.

## 7. RECORD KEEPING ARRANGEMENTS

SMCRC shall maintain records of the fire risk assessment and the policy and arrangements document.

SMCRC shall maintain records of all maintenance and testing of fire safety measures relevant to the premises. They shall also maintain records of all fire safety training and evacuation drills. The records shall be kept for three years and shall be maintained electronically and/or on paper and shall be available for inspection if required.

## 8. MISCELLANEOUS ARRANGEMENTS

### STAFF DUTIES

All staff are expected to co-operate fully with any policy or procedure in relation to fire safety and immediately report and failings in any fire safety measures of which they become aware.

### PROVISION OF INFORMATION TO OTHER EMPLOYERS AND SELF-EMPLOYED

Where persons from other employers or self-employed persons are on the premises, they and their employer should be informed of any risk to them within the premises and any fire safety measures implemented to control such risks.

They should be instructed in the emergency fire evacuation plan.

Such persons may include contractors' employees carrying out cleaning, repair or maintenance work under a service contract, employees in temporary employment businesses, etc.

### SMOKING

SMCRC operates a strict no smoking policy within the premises. Smoking is only permitted outside away from the premises and its grounds.

### CONTRACTORS

Only suitably qualified contractors shall be employed to undertake maintenance work within the premises. Where maintenance work involves hot works or the use of dangerous substances the contractor should be required to provide risk assessments and evidence the application of safe systems of work.

### DEVICES WITH RECHARGEABLE BATTERIES

Personal devices with rechargeable batteries such as mobile phones and laptops may not be plugged in while unattended and must be used in accordance with the manufacturer's instructions.

## OTHER ELECTRICAL DEVICES

Space heaters must not be used in the premises. Other electrical devices may be used on the condition that they are PAT tested and are not used in a way that overloads circuits or extension cables.

## COOKING

You must not leave cooking on unattended.

## USE OF CANDLES

Candles can only be used within the premises in dedicated holders away from combustible materials. They must not be left unattended and must be extinguished after use.