Fire Safety Policy

United African Association

Registered Charity CIO 1192725
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www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy provides fire prevention, evacuation and coordination arrangements for UAA premises and activities at partner venues.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Regulatory Reform Fire Safety Order 2005
- Fire Safety Act 2021 where applicable
- Health and Safety at Work etc Act 1974

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Responsibility and venue coordination

UAA identifies the responsible person for premises it controls and agrees responsibilities with landlords or venue operators. The activity lead checks escape routes, alarms, assembly points, occupancy limits and assistance arrangements before events.

Fire risk assessment

- Identify ignition sources, fuel and people at risk.
- Maintain alarms, emergency lighting, extinguishers and fire doors according to responsibility and risk.
- Keep exits unlocked, unobstructed and clearly signed while occupied.
- Control cooking, electrical equipment, charging, candles, smoking and storage.
- Plan personal emergency evacuation support where a person may need assistance.

Evacuation

1. Raise the alarm and call 999.
2. Leave by the nearest safe exit. Do not collect belongings or re-enter.

3. Activity leaders take registers only if immediately available and conduct head counts at the assembly point.
4. Report anyone missing to the fire service.
5. Only the fire service or responsible person may authorise re-entry.

Drills and records

UAA records fire checks, training, drills, faults and corrective actions for premises it controls. At hired venues, the activity lead records that local arrangements were confirmed.

After an incident

Provide support, preserve evidence, notify the landlord and insurer, and follow the Incident and Serious Incident Reporting Policy. Services do not restart until risks are controlled.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Health and Safety Policy
- First Aid Policy
- Incident and Serious Incident Reporting Policy
- Lone Working and Home Visits Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027