



BCC Fire safety policy, March 2026

1. Policy statement

BCC is committed to ensuring the safety of all employees, members, visitors, and contractors, and to protecting our premises from fire. We will take all reasonably practicable measures to prevent fire and ensure a safe evacuation in the event of an emergency, complying with the Fire (Scotland) Act 2005 and the Fire Safety Regulations (Scotland) 2006.

2. Responsibilities

The Responsible Person is the Operations Manager and they are responsible for ensuring a Fire Risk Assessment is carried out and any significant findings actioned. The Responsible Person is also responsible for ensuring that the risk assessment is reviewed annually, and that appropriate fire safety measures are in place, such as signage and extinguishers, and training for staff.

All employees must take reasonable care for their own safety and that of others, and report potential hazards to the Responsible Person, and follow all emergency procedures. Employees should not carry out any actions which could compromise their or others fire safety and where such actions occur these may result in disciplinary proceedings.

Olivia Grant and Jo Mitchell are responsible as **Fire Marshalls** for assisting with evacuations and coordinating with emergency services.

3. Fire Prevention & Risk Assessment

A fire risk assessment is conducted and recorded annually by BCC, or when there is a major change in circumstances to the premises. The fire risk assessment focuses on reducing hazards (e.g., electrical equipment, storage of combustibles). The fire risk assessment is held digitally in the BCC admin file. Any findings from the risk assessment will be reported to the BCC Trustee Board and the Responsible Person for action.

Housekeeping: All staff must ensure escape routes, corridors, and stairs are kept clear of storage and rubbish at all times.

Electrical Safety: Portable Appliance Testing (PAT) is carried out annually. Staff must not overload electrical sockets.

Gas Safety: Gas safety checks will be carried out annually.

Smoking: Smoking is prohibited inside the building and within a 2 metre radius of the building.

Building occupancy: this is set at 30 for the main room.

4. Emergency Procedures and testing

In the event of a fire, staff should immediately leave by the nearest exit, closing doors behind them, and assemble at the assembly point marked by the green notice on the grass opposite the main doors.

On-site staff shall ensure that all corridors and exit doors are kept clear of obstructions and fire doors closed.

Portable fire fighting equipment is located by the main public access door and in the therapy room. These are inspected annually by a trained professional. A fire blanket is provided in the kitchen area.

All electrical equipment is subject to an annual PAT test.

All gas is subject to an annual safety check.

5. Training & Drills

Induction: All new staff will receive fire safety training on their first day. Managers will ascertain if a PEEP is required and complete one should this be needed.

Training: Fire warden and extinguisher training will be provided to relevant staff. Fire extinguishers should only be used to aid escape, not for fighting fires. Trained staff should not feel obliged to use fire extinguishers except to aid escape.

Contractors: will be informed of the fire evaluation procedures on their first day of work in the building.

Drills: A fire evacuation drill will be conducted every 6 months to ensure procedures are effective.

7. Record Keeping

Records are stored digitally in the BCC Admin area.

This policy will be reviewed every two years

Version Control

Version number	Prepared by	Date approved by Trustees
1.0	Rachel Burn	16th April 2026