

# Fire Safety Policy

## *Link Up & Live CIC*

This policy sets out fire prevention and emergency arrangements for Link Up & Live CIC workshops, showcases and festivals in England. Every venue and event must also have a suitable fire risk assessment and a completed evacuation plan.

| Document control            | Details                                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Policy reference            | LUL FS 01                                                                                                                               |
| Version and document review | 1.3   16 October 2026                                                                                                                   |
| Territorial scope           | England   Thamesmead, Bexley and Greenwich                                                                                              |
| Policy lead                 | Shane Davis                                                                                                                             |
| Agreement                   | Approved and ratified on Marcia Marshall's instruction, 16 October 2026. Authorised typed director signatures appear below.             |
| Effective date              | 13 October 2026                                                                                                                         |
| Review                      | At least annually and after serious incidents or relevant changes. Last document review: 16 October 2026. Next review: 13 October 2027. |

## Our commitment

We will put this policy into practice through clear responsibilities, suitable resources, staff and volunteer induction, documented decisions and regular review. The instructions addressed to staff, volunteers and contractors are organisational requirements. Legal duties depend on the activity and the role held; this document does not certify a venue, individual or service as compliant.

## How to use this policy

Read this policy before working on our behalf. Effective date: 13 October 2026, as instructed by Marcia Marshall. Latest approval and document review: 16 October 2026. Complete the venue and activity arrangements before delivery. Keep a current accessible copy available. Do not publish confidential participant or incident records.

## **Fire safety lead and legal responsibilities**

Shane Davis is the fire safety lead and ensures fire arrangements are agreed, resourced, communicated and reviewed. The legal Responsible Person under the Regulatory Reform Fire Safety Order is determined by employment, ownership and control of the premises; naming the policy lead does not transfer or replace that legal duty. Identify the CIC's and venue's respective duties in writing for every hire and cooperate with other dutyholders.

## **Fire risk assessment**

Before occupation or an event, obtain and review the venue assessment and ensure it addresses the CIC's actual use. Record the completed fire risk assessment and fire safety arrangements, including findings and actions. Assess ignition sources, combustible materials, people at risk, warning systems, exits, evacuation support and emergency access. Keep the assessor's identity and competence information. Use a suitably competent specialist where the directors lack the necessary knowledge or the risk is complex. Review after layout changes, incidents, new equipment, occupancy changes or identified defects.

## **Fire prevention controls**

- Keep escape routes and doors clear, usable and available while occupied. Never wedge fire doors open or lock an exit so it cannot be readily opened by people escaping.
- Check electrical leads, charging devices, sockets and distribution equipment; isolate defective items. Avoid overloaded supplies and unsuitable extension chains. Agree electrical load and supply arrangements with the venue.
- Keep decorations, fabrics, paper and waste away from heat sources. Use suitable materials for their location and retain relevant supplier information. Keep storage out of exits and plant rooms.
- Smoking and vaping are prohibited inside our sessions and structures. Follow the venue's external smoking rules and keep any designated area away from combustible materials.
- Do not allow naked flames, hot work, portable heaters, LPG, pyrotechnics or smoke effects unless specifically approved through a competent assessment and relevant permissions. Staff must not bypass detectors to accommodate effects.

## **Before opening**

The named fire coordinator checks the actual layout, occupancy limit, exits, signs, alarm arrangements, emergency lighting where required and available firefighting equipment. Obtain assurance that venue systems are maintained and that defects are addressed. If warning or escape arrangements are ineffective, do not open until safe alternative arrangements have been agreed by competent persons. Display a clear fire action notice and brief participants on their nearest safe exits.

## Action if fire or smoke is discovered

- Raise the alarm immediately using the agreed method. Stop activity and direct everyone to the nearest safe exit. Do not spend time collecting belongings or equipment.
- Call 999 as soon as safely possible; give the full address, access point, nature of the fire and any missing people. Allocate a caller in the plan, but never assume someone else has called.
- Evacuate calmly to the agreed assembly point. Close doors behind you where safe. Do not use ordinary lifts; only use an evacuation lift under an assessed, trained procedure.
- Assist people according to agreed evacuation arrangements. Staff do not enter smoke or undertake a search that puts them at risk. Report suspected trapped people to firefighters.
- Take the current register if readily available. Account for staff, volunteers, participants and visitors at the assembly point and tell firefighters about missing people and their last known location.
- Keep emergency access clear. No one re-enters until the fire and rescue service or authorised competent person confirms it is safe. Complete incident records and review before reopening.

## Evacuation assistance

Agree individual support with people who need it, including disabled participants, young children and those with sensory or communication needs. Record a personal emergency evacuation plan where required and suitable general arrangements for visitors. Name trained helpers and backup helpers, consider accessible escape routes and test that the plan is workable. Never base the plan solely on firefighters arriving to rescue someone. Evacuation chairs or specialist equipment may only be used by trained people under an assessed procedure.

## Fire wardens and equipment

Name enough fire coordinators or wardens for the layout and numbers, with absence cover. A warden checks their allocated area only if safe while leaving; they do not delay evacuation or enter danger. Maintain equipment and checks under the venue agreement and competent maintenance programme. Only trained people may attempt to extinguish a small fire where the alarm has been raised, help called, a clear escape route remains and doing so is safe. No one is expected to fight a fire.

## Training and drills

Give staff and volunteers fire instruction before duties begin and whenever the venue or arrangements change. Brief newcomers and provide accessible instructions. Record a practice evacuation for regular venues at least once each term as CIC policy, where practicable and agreed with the venue. Where a drill cannot safely be run, rehearse roles and routes and record the reason and alternative. Brief and rehearse festival teams before admission; record lessons and actions.

## Outdoor events and temporary structures

Every festival requires a fire plan suitable for its site and attendance. Outdoor location does not remove fire duties. Address stalls, cooking, fuel, electrical distribution, temporary shelters, crowd movement and access for emergency vehicles. A building-only assessment does not cover these hazards.

- Obtain relevant fire assessments from traders and technical contractors and integrate them into the event assessment. Position hazards and combustible materials using competent advice and supplier instructions.
- Agree LPG and fuel storage, safe cooking arrangements, generator positions, isolation and suitable extinguishers with competent contractors. Keep refuelling and service areas segregated from public access.
- Specify safe capacity and escape routes for each tent or enclosed structure and the whole site. Keep routes clear, accessible and illuminated when needed. Confirm material performance, installation, weather limits and emergency procedures.
- Use a warning method that can be heard or understood across the site; provide a backup to public address systems. Agree how music stops, who gives instructions and how stewards communicate.
- Do not use an open-air guide as the sole technical basis for large temporary or air-supported structures. Obtain specialist advice appropriate to that structure. Confirm any licence conditions and local fire authority requirements.

## Venue and event evacuation plan

Complete and keep this plan with the session register. Attach the current site map showing exits, fire equipment, hazards and assembly point. Staff must know the plan before opening.

| Required field                          | Complete before use |
|-----------------------------------------|---------------------|
| Venue or event address and access point | _____               |
| Venue Responsible Person and telephone  | _____               |
| CIC fire coordinator and deputy         | _____               |
| Safe capacity and source of limit       | _____               |
| Alarm method and backup warning         | _____               |
| Primary and alternative exits           | _____               |
| Assembly point and alternative          | _____               |
| 999 caller and emergency liaison        | _____               |
| Register holder and headcount method    | _____               |
| Evacuation support and backup helpers   | _____               |
| Assessment date and outstanding actions | _____               |

## Implementation before delivery

- Agree the allocation of fire duties with each venue and identify the legal Responsible Person or Persons.
- Complete the evacuation plan and map, support arrangements and competence checks for assessors and wardens.
- Resolve outstanding fire defects and record the pre-opening check. A policy alone is not a completed fire risk assessment.
- Give every worker a policy briefing; record their acknowledgement and relevant training. Identify who can stop unsafe activity and who covers absences.
- Retain the approval record. Review at least annually, next due 13 October 2027, and sooner after a serious incident or relevant change. Maintain a version history.

## Director agreement and adoption

Approved and ratified on 16 October 2026 on Marcia Marshall's instruction, with the requested effective date of 13 October 2026. The director names below are authorised typed signatures entered on 16 October 2026; they are not handwritten or independently authenticated digital signatures. The policy lead is Shane Davis. Venue-specific assessments and operational checks remain required before delivery.

| Director approver | Signature                                     | Date            |
|-------------------|-----------------------------------------------|-----------------|
| Shane Davis       | Shane Davis<br>Authorised typed signature     | 16 October 2026 |
| Marcia Marshall   | Marcia Marshall<br>Authorised typed signature | 16 October 2026 |
| Kabichi Kabala    | Kabichi Kabala<br>Authorised typed signature  | 16 October 2026 |

Approval record: LUL SAFETY 2026 10 16 | Responsibilities confirmed in directors' minutes 01 of 15 October 2026.

Next review due: 13 October 2027 | Policy lead and version control owner: Shane Davis

## Legal framework and guidance

Prepared for activities in England using the sources below, checked on 14 October 2026. Apply legislation as amended and in force. Guidance explains practice; it is not interchangeable with a statutory duty. Recheck commencement dates and local procedures before delivery.

Regulatory Reform Fire Safety Order 2005 as amended, including record keeping amendments under the Building Safety Act 2022

<https://www.legislation.gov.uk/uksi/2005/1541/contents>

Home Office guidance for persons with fire safety duties

<https://www.gov.uk/government/publications/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>

Government fire risk assessment guidance

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

Government guidance for open air events and venues

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

London Fire Brigade fire risk assessment guidance

<https://www.london-fire.gov.uk/safety/the-workplace/fire-risk-assessments-your-responsibilities/>