S

1. Introduction

<<Business Name>> ("the environment for its staff ar formulated this policy to fa under The Regulatory Refor

2. Policy objectives

- 2.1 To provide a safe visitors/customers.
- 2.2 To minimise the risks
- 2.3 To manage fire risks Order.
- 2.4 To comply with the 1974, the Managem the Fire Safety Order
- 2.5 To address obligatio to:
 - 2.5.1 Develop a po
 - 2.5.2 Reduce the ri
 - 2.5.3 Provide mean
 - 2.5.4 Demonstrate
 - 2.5.5 Maintain do management

3. The Responsible Persons

The Business has appoint responsible person's duties by:

- 3.1 Carrying out (or ensemble Assessment. The Fi everyone who may ovisitors. Particular at anyone with special in
- 3.2 Making sure, as far a or nearby, can escap
- 3.3 Preparing a written light displayed at various

ed to providing a safe working or this reason the Business has the Business' legal obligations 05("Fire Safety Order").

environment for all staff and

es from fire.

requirements of the Fire Safety

alth and Safety at Work Act etc at Work Regulations 1999 and

Order that require the Business

associated with fire.

bsequent spread of fire.

ds in respect of fire safety

s the 'responsible person'. The y of staff and visitors/customers

person carries out) a Fire Risk ents will take into consideration whether they are employees or ople who may have a disability or

I, that everyone on the premises,

lation Plan for the building to be ises.

3.4 Preparing Personal E

4. Fire Marshals

The Business will appoint Marshals' duties will include

- 4.1 Making contact with
- 4.2 Assisting in evacuati
- 4.3 Carrying out regular lights and alarms.
- 4.4 Ensuring that emerg doors designated as
- 4.5 The names and dutie notice board.

5. Communication

The Business will ensure t contractors are provided v Management of the Busines of fire safety policy and arra any changes that are made

6. **Training**

- 6.1 Upon commenceme fire safety and will re
- 6.2 All employees will be to their line manager
- 6.3 All employees will emergency.
- 6.4 [It shall be compan extinguishers, whether
- 6.5 Further training may safety. All training wi

7. Equipment/Testing

- 7.1 The fire evacuation p
- 7.2 Firefighting equipm extinguishers. but ac be made where deer
- 7.3 All fire safety equip service periods will

bled persons (if relevant).

act as Fire Marshals. The Fire

equipment, including emergency

kept clear at all times and that le.

ns will be displayed on the safety

d either as direct employees or tion related to fire safety. The mployees on all relevant matters ensure staff are kept informed of

ployees will be given training on sappropriate.

defective or missing equipment

their role in the case of an

ill be trained in the use of fire given specific fire fighting duties.]

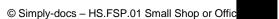
any changes that may affect fire

nal working hours.

ed every six months.

In general. this means fire plankets, hoses or sprinklers may addings of the risk assessment.

y a competent person and the rdance with the manufacturer's



instructions.

- 7.4 An appropriate fire d extent of the alarm s assessment. Alarm s be told when tests ar
- 7.5 Emergency lighting values location and type wind Luminaires will be market
- 7.6 Operation of fire doo will be tested and red by the fire risk asses

8. Procedures

- 8.1 The Business has in high standards of fire
- 8.2 Emergency escape r all times, and fire ex times when the prem
- 8.3 The risk of fire spi provision of fire/smok
- 8.4 Appropriate signs an to employees and oprovided to indicate andthe emergency e
- 8.5 Evacuation drills will

9. Records

The Business will record its periodic tests and checks. S times and any comments. T

- 9.1 Records of weekly te
- 9.2 Records of weekly flo
- 9.3 Records of wet and
- 9.4 Records of annual in
- 9.5 Records of periodic t
- 9.6 Records of all sched alarm systems.
- 9.7 Records of inspection electrical equipment identified with fire satisfied.

This Policy will be reviewed annu

m will be provided. The type and based on the findings of the risk gularly and records kept. Staff will

pe routes where applicable. The findings of the risk assessment. ntract

including any automatic closers, nonthly, or more often if dictated

procedures in order to maintain

and kept free from obstruction at orking order and unlocked at the

ilding will be controlled by the

ed, giving appropriate instructions a fire. In addition, signs will be nguishers, fire alarm call points

fire drills, and the findings of its all attendees, fire drill evacuation following records:

ts.

ems (where fitted).

ns (where fitted).

fire fighting equipment.

g (where fitted).

naintenance of fire detection and

d maintenance of workplace and substances and other hazards

cessary.The management team

endorses this policy and is fully con

Name:	Name
Position:	Position
Signature:	
Date:	Date
Date for Review:	Date for Review

Issue No	Issue No
Amendments from previous	Amendments
Other comments	Comments

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