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1. **Introduction**

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

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

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 Management the Fire Safety Order
- 2.5 To address obligation 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

environment for all staff and es from fire. requirements of the Fire Safety Health and Safety at Work Act etc y at Work Regulations 1999 and Order that require the Business associated with fire. bsequent spread of fire. ds in respect of fire safety

3. **The Responsible Persons**

The Business has appoint responsible person’s duties by:

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

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 ple who may have a disability or, that everyone on the premises, ation Plan for the building to be ises.

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3.4 Preparing Personal Emergency Evacuation Routes for disabled persons (if relevant).

4. Fire Marshals

The Business will appoint employees to act as Fire Marshals. The Fire Marshals' duties will include:

- 4.1 Making contact with the fire service.
- 4.2 Assisting in evacuation procedures.
- 4.3 Carrying out regular checks of fire safety equipment, including emergency lights and alarms.
- 4.4 Ensuring that emergency exits are kept clear at all times and that doors designated as fire exits are kept closed.
- 4.5 The names and duties of Fire Marshals will be displayed on the safety notice board.

5. Communication

The Business will ensure that all employees and contractors are provided with information on the Management of the Business and the Business's fire safety policy and arrangements. The Business will ensure staff are kept informed of any changes that are made.

6. Training

- 6.1 Upon commencement of employment, all employees will be given training on fire safety and will receive refresher training as appropriate.
- 6.2 All employees will be given training on how to report defective or missing equipment to their line manager.
- 6.3 All employees will be given training on their role in the case of an emergency.
- 6.4 [It shall be the responsibility of the Business to ensure that all employees will be trained in the use of fire extinguishers, whether or not they are given specific fire fighting duties.]
- 6.5 Further training may be given outside of normal working hours. This may include any changes that may affect fire safety.

7. Equipment/Testing

- 7.1 The fire evacuation procedure will be tested every six months.
- 7.2 Firefighting equipment, including fire extinguishers, fire blankets, hoses or sprinklers may be made available where deemed appropriate in line with the findings of the risk assessment.
- 7.3 All fire safety equipment will be maintained by a competent person and the service periods will be in accordance with the manufacturer's instructions.

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instructions.

7.4 An appropriate fire drill will be provided. The type and extent of the alarm system will be based on the findings of the risk assessment. Alarm systems will be tested regularly and records kept. Staff will be told when tests are carried out.

7.5 Emergency lighting will be provided in all escape routes where applicable. The location and type will be determined by the findings of the risk assessment. Luminaires will be maintained in accordance with the relevant contract.

7.6 Operation of fire doors will be tested and recorded monthly, or more often if dictated by the fire risk assessment.

8. Procedures

8.1 The Business has implemented fire safety procedures in order to maintain high standards of fire safety.

8.2 Emergency escape routes will be kept clear at all times, and fire exits will be kept in working order and unlocked at the times when the premises are open.

8.3 The risk of fire spread will be minimized by the provision of fire/smoke doors.

8.4 Appropriate signs and notices will be provided to employees and customers to indicate the location of fire extinguishers, fire alarm call points and the emergency evacuation route.

8.5 Evacuation drills will be carried out regularly.

9. Records

The Business will record its fire safety records, fire drills, and the findings of its periodic tests and checks. Such records will be kept for a minimum of 12 months and any comments. The following records:

9.1 Records of weekly tests.

9.2 Records of weekly fire alarm tests (where fitted).

9.3 Records of wet and dry cleaning (where fitted).

9.4 Records of annual inspection of fire fighting equipment.

9.5 Records of periodic testing of fire alarm (where fitted).

9.6 Records of all scheduled maintenance of fire detection and alarm systems.

9.7 Records of inspection and maintenance of workplace and electrical equipment and substances and other hazards identified with fire safety.

This Policy will be reviewed annually or more often if necessary. The management team

endorses this policy and is fully con...tion.

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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