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1. **Introduction**

<<Company Name>> (“the Company”) is committed to providing a safe working environment for its staff and visitors. The Company has formulated this policy to facilitate compliance with its legal obligations under The Regulatory Reform (Fire Safety) Order 2005 (“the Fire Safety Order”).

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2. **Policy objectives**

- 2.1 To provide a safe and sound working environment for all staff and visitors.
- 2.2 To minimise the risks to staff and visitors from fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the relevant legislation, including the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order 2005.
- 2.5 To address obligations under the Fire Safety Order that require the Company to:
  - 2.5.1 Develop a policy for the management of fire associated with fire.
  - 2.5.2 Reduce the risk of fire and its subsequent spread of fire.
  - 2.5.3 Provide means of escape for staff and visitors.
  - 2.5.4 Demonstrate compliance with the Fire Safety Order.
  - 2.5.5 Maintain documentation in respect of fire safety management.

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3. **The Responsible Persons**

The Company has appointed a responsible person whose duties are:

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- 3.1 Carrying out (or ensuring) a Fire Risk Assessment. The responsible person will take into consideration everyone who may be present in the building, including visitors, and particularly those who are disabled, have a disability or anyone who is unable to move quickly. It is a requirement of the Fire Safety Order that, where practical, that everyone who is present in the building, including visitors, should be able to escape safely in the event of a fire.
- 3.2 Preparing a written Emergency Evacuation Plan for the building to be displayed at various points in the building.
- 3.3 Preparing Personal Emergency Evacuation Plans for disabled persons (if relevant).

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4. **Fire Marshals**

The Company will appoint certain employees as Fire Marshals. The Fire Marshals' duties will include:

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

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5. **Communication**

The Company will ensure that all employees, either as direct employees or contractors are provided with information related to fire safety. The Management of the Company will inform all employees (where relevant) on all relevant matters of fire safety and will ensure staff are kept informed of any changes that affect fire safety procedures.

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6. **Training**

- 6.1 Upon commencement of employment, employees (where relevant) will be given training on fire safety and fire fresher training as appropriate.
- 6.2 All employees will be responsible for reporting defective or missing equipment to their line manager.
- 6.3 All employees will receive training on their role in the case of an emergency.  
[It shall be the Company's responsibility to ensure all employees are trained in the use of fire extinguishers whether given specific fire fighting duties.]
- 6.4 Further training may be provided if necessary. Any changes that may affect fire safety will be communicated during normal working hours.

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7. **Equipment/Testing**

- 7.1 The fire evacuation procedure will be tested every six months.
- 7.2 Fire fighting equipment including fire extinguishers, but also fire blankets, hoses or sprinklers may be made available where deemed appropriate on 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 manufacturers' instructions.
- 7.4 An appropriate fire detection system 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

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This Policy will be reviewed  
team endorses this policy and

necessary. The management  
implementation.

Name:	<<Name>
Position:	<<Position>
Signature:	
Date:	<<Date>>
Date for Review:	<<Date for Review>>

Issue No	
Amendments from previous	
Other comments	

# S A M P L E
