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1. **Introduction**

<<Company Name>> (“the environment for its staff and formulated this policy to fall under the Regulatory Reform

ed to providing a safe working or this reason the Company has the Company’s legal obligations 5(“Fire Safety Order”).

2. **Policy objectives**

- 2.1 To provide a safe environment for all staff and visitors/customers.
- 2.2 To minimise the risks of fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations associated with fire to:
 - 2.5.1 Develop a policy for fire safety.
 - 2.5.2 Reduce the risk of fire.
 - 2.5.3 Provide means of escape.
 - 2.5.4 Demonstrate compliance with the Fire Safety Order.
 - 2.5.5 Maintain documentation in respect of fire safety management.

environment for all staff and visitors/customers. risks from fire. requirements of the Fire Safety Order. Health and Safety at Work Act etc Management of Health and Safety at Work Regulations 1999 and Fire Safety Order that requires the Company to: associated with fire. subsequent spread of fire. standards in respect of fire safety

3. **The Responsible Persons**

The Company has appointed a responsible person whose duties are defined by:

is the ‘responsible person’. The safety of staff and visitors/customers

- 3.1 Carrying out (or ensuring) a Fire Risk Assessment. The responsible person will ensure that everyone who may be affected by the fire, including employees, visitors and the public, is aware of the fire risk and that appropriate measures are taken to reduce the risk. Particular attention will be paid to people who may be at greater risk.
- 3.2 Making sure, as far as is practicable, that everyone on the premises, including employees, visitors and the public, can escape safely in the event of a fire.
- 3.3 Preparing a written Fire Evacuation Plan for the building to be displayed at various points on the premises.

person carries out) a Fire Risk Assessment. The responsible person will take into consideration all premises, whether they are occupied by the public. Particular attention will be paid to people who may be at greater risk. that everyone on the premises, including employees, visitors and the public, can escape safely in the event of a fire. Evacuation Plan for the building to be displayed at various points on the premises.

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

4. **Fire Marshals**

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

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

5. **Communication**

- 5.1 The Company will ensure that all persons employed either as direct employees or contractors are given all relevant information related to fire safety. The Fire Marshals will consult with employees on all relevant matters and ensure that arrangements, and will ensure that staff are kept informed of any changes made to fire safety procedures.
- 5.2 The Company will ensure that evacuation procedures and assembly points are clearly on display.

6. **Training**

- 6.1 Upon commencement of work, 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 Company's responsibility to ensure that all employees will be trained in the use of fire extinguishers whether given specific fire fighting duties.]
- 6.5 Further training may be given at any changes that may affect fire safety. All training will be given during normal working hours.

7. **Equipment/Testing**

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

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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 tested.

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 tested.

7.5 Emergency lighting will be provided at all locations where applicable. The location and type will be based on the findings of the fire safety risk assessment. Luminaires will be maintained on a service contract.

Emergency lighting will be provided at all locations where applicable. The location and type will be based on the findings of the fire safety risk assessment. Luminaires will be maintained on a service contract.

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

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8. Procedures

8.1 The Company has in place fire safety procedures in order to maintain high standards of fire safety.

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8.2 Emergency escape routes will be kept clear at all times, and fire exits will be kept clear at all times when the premises are occupied.

Emergency escape routes will be kept clear at all times, and fire exits will be kept clear at all times when the premises are occupied.

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

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

8.4 Appropriate signs and notices will be provided to employees and other persons on the premises.

Appropriate signs and notices will be provided, giving appropriate instructions to employees and other persons on the premises.

8.5 Signs will be provided for the location of fire extinguishers, fire alarm call points and emergency exits.

Signs will be provided for the location of fire extinguishers, fire alarm call points and emergency exits.

8.6 All machinery/plant will be maintained in accordance with industry standards.

All machinery/plant will be maintained in accordance with industry standards.

8.7 Flammable materials will be stored in accordance with the manufacturer's instructions and away from sources of ignition.

Flammable materials will be stored in accordance with the manufacturer's instructions and away from sources of ignition.

8.8 Waste materials will be stored in accordance with the manufacturer's instructions and away from sources of ignition.

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9. Records

The Company will record its fire safety activities, fire drills, and the findings of its periodic tests and checks. Significant incidents will be recorded at the time and any comments. The following records:

The Company will record its fire safety activities, fire drills, and the findings of its periodic tests and checks. Significant incidents will be recorded at the time and any comments. The following records:

9.1 Records of weekly tests.

Records of weekly tests.

9.2 Records of weekly fire drills.

Records of weekly fire drills (where fitted).

9.3 Records of wet and dry tests.

Records of wet and dry tests (where fitted).

9.4 Records of annual inspection of fire fighting equipment.

Records of annual inspection of fire fighting equipment.

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

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

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

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

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

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This Policy will be reviewed annually and endorsed this policy and is fully compliant.

if necessary. The management team will ensure compliance.

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

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Issue No	
Amendments from previous	
Other comments	

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