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1. Introduction

1.1 <<Company Name>> is committed to providing a safe working environment for its employees. For this reason the Company has formulated this policy in accordance with the Company's legal obligations under the Fire Safety Order 2005 ("Fire Safety Order").

1.2 [The Company will not store any flammable or explosive material to be stored on the premises.]

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 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 under the Fire Safety Order that require the Company to:

2.5.1 Develop a policy for fire safety associated with fire.

2.5.2 Reduce the risk of fire and its subsequent spread of fire.

2.5.3 Provide means of escape.

2.5.4 Demonstrate fire safety awareness.

2.5.5 Maintain documentation in respect of fire safety management.

3. The Responsible Persons

The Company has appointed a responsible person's duties.

3.1 Carrying out (or ensuring) a Fire Risk Assessment. The Fire Risk Assessment will take into consideration everyone who may be affected by the fire, whether they are employees or members of the public. The Assessment will be paid to people who may have a disability or a special need.

3.2 Making sure that everyone can escape safely if there is a fire.

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- 3.3 Preparing a written Evacuation Plan for the building to be displayed at various locations.
- 3.4 Preparing Personal Emergency Evacuation Routes for disabled persons (if relevant).

4. **Fire Marshals**

The Company will appoint employees to act 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 and doors designated as such are kept clear at all times and that fire notices are displayed.
- 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 kept informed of all relevant information related to fire safety. The Marshals will consult with employees on all relevant matters concerning fire safety arrangements and will ensure staff are kept informed of any changes to fire safety procedures.
- 5.2 Emergency action plans will be clearly displayed at various locations about the premises. See Appendix 1 for details.

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 the use of fire fighting equipment and defective or missing equipment will be reported 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 Marshals to ensure that all employees will be trained in the use of fire fighting equipment given specific fire fighting duties].
- 6.5 Further training may be given outside of normal working hours. Any changes that may affect fire safety training will be notified to employees.

7. **Equipment/Testing**

- 7.1 The fire evacuation plans will be reviewed every six months.

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- 7.2 Fire fighting equipment, including fire extinguishers, but also fire blankets, hoses or sprinklers may be made where deemed appropriate.
- 7.3 All fire safety equipment will be maintained in accordance with the manufacturer's service periods will be maintained in accordance with the manufacturer's 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 and tenants will be trained in the use of the system.
- 7.5 Emergency lighting will be provided. The type will be determined by the fire safety risk assessment. Luminaires will be maintained in accordance with the manufacturer's instructions.
- 7.6 Operation of fire doors will be tested and recorded monthly or more often if dictated by the fire risk assessment.

In general, this means fire blankets, hoses or sprinklers may be made where deemed appropriate.

by a competent person and the maintenance in accordance with the manufacturer's

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 and tenants will be trained in the use of the system.

escape routes. The location and type of emergency lighting will be determined by the fire safety risk assessment. Luminaires will be maintained in accordance with the manufacturer's instructions.

including any automatic closers, will be tested and recorded monthly or more often if dictated

8. Procedures

The Company has introduced procedures in order to maintain high standards of fire safety:

procedures in order to maintain high standards of fire safety:

- 8.1 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.
- 8.2 The risk of fire spreading will be controlled by the provision of fire/smoke doors.
- 8.3 Appropriate signs and notices will be provided to employees and other persons on the premises.
- 8.4 Signs will be provided for fire extinguishers, fire alarm call points and emergency exits.

and kept free from obstruction at all times, and fire exits will be kept clear at all times when the premises are occupied.

building will be controlled by the provision of fire/smoke doors.

provided, giving appropriate instructions to employees and other persons on the premises.

of fire extinguishers, fire alarm call points and emergency exits.

9. Records

The Company will record its fire drills, and the findings of its periodic tests and checks. Staff and tenants will be trained in the use of the system. The following records will be maintained:

fire drills, and the findings of its periodic tests and checks. Staff and tenants will be trained in the use of the system. The following records will be maintained:

- 9.1 Records of weekly tests.
- 9.2 Records of weekly fire drills.
- 9.3 Records of wet and dry tests.
- 9.4 Records of annual inspection of fire fighting equipment.
- 9.5 Records of periodic testing of fire alarm systems (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 substances and other hazards identified with fire safety.

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tests (where fitted).

tests (where fitted).

fire fighting equipment.

testing (where fitted).

maintenance of fire detection and alarm systems.

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

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 for Review:	<<Date for review>>	

Issue No		
Amendments from previous		
Other comments		