S

1. Introduction

<<Company Name>> ("the (environment for its staff and policy to facilitate complianc (Fire Safety) Order 2005("Fi

2. Policy objectives

- 2.1 To provide a safe an
- 2.2 To minimise the risks affectedby fire.
- 2.3 To manage fire risks Order.
- 2.4 To comply with the re etc1974, the Manage 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 mear
 - 2.5.4 Demonstrate
 - 2.5.5 Maintain do management

3. The Responsible Persons

The Company has appointed responsible person's duties

- 3.1 Carrying out (or ensured Risk Assessment. The consideration everyout employees or visitors a disability or anyone
- 3.2 Making sure, as far a or nearby, can escap
- 3.3 Preparing a written E displayed at various
- 3.4 Preparing Personal

to providing a safe working the Company has formulated this s under The Regulatory Reform

nment for all staff and visitors.

nd any others that may be

equirements of the Fire Safety

n and Safety at Work Act ty at Work Regulations 1999 and

Order that require the Company

associated with fire.

bsequent spread of fire.

ds in respect of fire safety

e 'responsible person'. The of staff and visitors by:

rson carries out) a Fire Safety sment will take into he premises, whether they are e given to people who may have

that everyone on the premises,

ation Plan for the building to be ises.

1

bled persons (if relevant).

4. Fire Marshals

The Company will appoint of Marshals' duties will include

- 4.1 Carrying out regular lights and alarms.
- 4.2 Ensuring that emerge doors designated as
- 4.3 Assisting in evacuation
- 4.4 Making contact with
- 4.5 Ensuring that the nar the safety notice boa

5. Communication

The Company will ensure the contractors are provided with Management of the Compar relevant matters of fire safet informed of any changes the

6. Training

- 6.1 Upon commencement given training on fire
- 6.2 All employees will be to their line manager
- 6.3 All employees will reemergency.
 - [It shall be Company extinguishers whether
- 6.4 Further training may safety. All training wi

7. Equipment/Testing

- 7.1 The fire evacuation p
- 7.2 Fire fighting equipme extinguishers, but ad be made where deer assessment.
- 7.3 All fire safety equipm service periods will b instructions.
- 7.4 An appropriate fire d extent of the alarm s safety risk assessme kept. Staff and visitor

as Fire Marshals. The Fire

equipment, including emergency

ept clear at all times and that le.

petent persons are displayed on

either as direct employees or related to fire safety. The hployees (where relevant) on all tsand will ensure staff are kept procedures.

loyees (where relevant) will be fresher training as appropriate.

defective or missing equipment

role in the case of an

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

ny changes that may affect fire nal working hours.

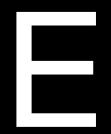
ed every six months.

neral, this means fire lankets, hoses or sprinklers may ndings of the fire safety risk

competent person and the ce with the manufacturers'

n will be installed. The type and used on the findings of the fire tested regularly and records these tests are scheduled.





7.5 Emergency lighting v location and type will assessment. Lumina

7.6 Operation of fire doo will be tested and red by the fire risk asses

e routes, where applicable. The dings of the fire safety risk a service contract.

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

8. Procedures

The Company has introduce standards of fire safety:

- 8.1 Emergency escape r all times;
- 8.2 Fire exit doors will be premises are occupied
- 8.3 The risk of fire sprea provision of fire/smol
- 8.4 Signs and notices wi instructions, to emplo
- 8.5 Signs will be provide call points and to ind
- 8.6 Evacuation drills will

es in order to maintain high

and kept free from obstruction at

der and unlocked at all times the

will be controlled by the

ent locations, giving appropriate to do in the event of a fire;

of fire extinguishers, fire alarm routes.

9. Records

The Company 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 Record of annual ins
- 9.5 Records of periodic t
- 9.6 Records of all sched alarm systems.
- Records of the inspe and electrical equipm hazards identified wi

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

ts.

ems (where fitted).

hs (where fitted).

fighting equipment.

g (where fitted).

aintenance of fire detection and

nd maintenance of workplace lous substances and of any other opriate).

This Policy will be reviewed team endorses this policy ar

Name:	< <name></name>
Position:	< <position< td=""></position<>
Signature:	< <signatu< td=""></signatu<>
Date:	< <date>></date>

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Issue No:	< <lssue n<="" th=""></lssue>
Amendments from previous:	< <amend< td=""></amend<>
Other	
comments:	< <comme< td=""></comme<>

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Review:

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necessary. The management implementation.