

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 the Fire Safety Order 2005("Fire Safety Order").

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2. Policy objectives

- 2.1 To provide a safe and sound environment for all staff and visitors.
- 2.2 To minimise the risks of fire and any others that may be associated with 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 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 imposed by 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 all staff and visitors.
 - 2.5.4 Demonstrate compliance with the Fire Safety Order.
 - 2.5.5 Maintain documentation in respect of fire safety management.

3. The Responsible Persons

The Company has appointed a responsible person's duties:

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- 3.1 Carrying out (or ensuring that a responsible person carries out) a Fire Safety Risk Assessment. The assessment will take into account the premises, whether they are occupied by staff and visitors, and the premises, whether they are occupied by staff and visitors, and the premises, whether they are occupied by staff and visitors.
- 3.2 Making sure, as far as is reasonably practicable, that everyone on the premises, including staff and visitors, can escape safely in the event of a fire.
- 3.3 Preparing a written Emergency Evacuation Plan for the building to be displayed at various locations.
- 3.4 Preparing Personal Emergency Evacuation Plans for disabled persons (if relevant).

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- ## 7. Equipment/Testing

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- 7.5 Emergency lighting will be provided in all areas, including escape routes, where applicable. The location and type will be determined by the findings of the fire safety risk assessment. Luminaires will be maintained in accordance with a service contract.
- 7.6 Operation of fire doors will be tested and recorded monthly, or more often if dictated by the fire risk assessment, including any automatic closers, to ensure they are fully functional.

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8. Procedures

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

- 8.1 Emergency escape routes will be clearly marked and kept free from obstruction at all times;
- 8.2 Fire exit doors will be kept closed and unlocked at all times the premises are occupied;
- 8.3 The risk of fire spread will be controlled by the provision of fire/smoke doors and fire/smoke curtains;
- 8.4 Signs and notices will be provided at key locations, giving appropriate instructions, to employees on what to do in the event of a fire;
- 8.5 Signs will be provided to indicate the location of fire extinguishers, fire alarm call points and to indicate escape routes.
- 8.6 Evacuation drills will be carried out regularly.

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9. Records

The Company will record its fire drills, and the findings of its periodic tests and checks. Sufficient records will be kept of all attendees, fire drill evacuation times 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 riser tests (where fitted).
- 9.4 Record of annual inspection of fire fighting equipment.
- 9.5 Records of periodic testing of fire fighting equipment (where fitted).
- 9.6 Records of all scheduled maintenance of fire detection and alarm systems.
- 9.7 Records of the inspection and maintenance of workplace fire hazards and of any other fire hazards identified with appropriate substances and of any other fire hazards identified with appropriate substances (where appropriate).

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This Policy will be reviewed
team endorses this policy and

necessary. The management
implementation.

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

Issue No:	<<Issue number>
Amendments from previous:	<<Amendments>
Other comments:	<<Comments>

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