



FIRE SAFETY POLICY

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2. Policy Statement

Policy document to be signed by 'The Responsible Person'

Signed:M A Harris.....

This Policy applies to all employees.

It is company policy to protect the welfare of its employees, visitors and contractors against the incidence of fire by complying with Fire Safety Legislation.

This document provides a framework for the Management and employees to plan, organise, control, monitor and review the protective and preventative measures in relation to Fire Safety. The Fire Safety Policy will be subject to review on an annual basis.

Procedures will be established for the safe evacuation from buildings and sufficient staff will be trained to implement these procedures.

The Responsible Person will ensure that all staff and visitors are aware of arrangements for emergency evacuation through the provision of information, instruction and training as appropriate.

3. Fire Safety Legislation.

3.1 The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006. These Regulations replace all existing Fire Safety Legislation with a riskbased regime. The responsibility for the safety of the occupants and those who might be affected by a fire rests with a defined Responsible Person.

3.2 Duties of the Responsible Person

The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of employees, visitors and other relevant persons within and in close proximity to these premises. The General Fire Precautions are as detailed below-

- Reduce the risk of and spread of fire.
- Provide a secure and safe means of escape from the building at all times.

- Provide means of fighting fires.
- Provide means for detecting and giving warning of fire.
- Implement measures and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire.
- Provide a suitable system of maintenance of all general fire precautionary arrangements.

3.3 Management Responsibilities

The person/s having the responsibility for managing Fire Safety is

MARK HARRIS, CALEB SMITH

3.4 Employees' Responsibilities

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are-

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer in complying with Fire Safety Legislative requirements.
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire, and any shortcoming in the employer's protection arrangements for safety.

4. Fire Risk Assessments

4.1 **A Fire Risk Assessment has been conducted at these premises on behalf of the Responsible Person, by experienced and qualified Fire Safety Consultants, Fire Risk Assessments.com.**

4.2 The Fire Risk Assessment will be reviewed on an annual basis during the first quarter of each year or following significant changes to the size, layout and use of the building.

4.3 Any temporary structure erected on site must be subject to a Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

5. Reducing the Risk and Spread of Fire.

- 5.1 Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Fire Safety Manager will maintain all reasonably practical measures to eliminate or control those fire hazards.
- 5.2 The risk of fire is to be reduced by the education of employees in Fire Prevention and the Fire Risk Assessment process.

6. Providing a Safe Means of Escape

- 6.1 A safe and secure means of escape from all premises will be maintained at all times. During normal working hours the Fire Safety Manager and staff are to ensure that Fire Exit doors are unlocked, and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key, regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Fire Safety Manager for action to be taken.
- 6.2 When the Fire Alarm has actuated, staff and visitors are to be evacuated to the designated Assembly Point which is the: **OUTSIDE “KENSINGTON QUARTER” ON THE CORNER OF ALLEN STREET.**

6.3 Emergency Lighting

Emergency lighting is provided in the premises and tested periodically by competent persons in accordance with BS 5266. The results of the tests should be recorded in the log book.

6.4 Fire Safety Signs

Fire Safety signs are provided in buildings to indicate the Emergency Routes and Exits. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 2000. All Emergency Exit routes are identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign. Signs that show signs of wear are to be reported to the Fire Safety Manager.

7. Fire-Fighting Equipment

- 7.1 Portable Fire Fighting Equipment is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is

provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

7.2 Fire extinguishers are subject to a routine Maintenance Contract. The Maintenance Contractor will have a label on each extinguisher indicating their name and telephone number. In addition, all tests, defects and replacements are to be recorded in the Fire Safety Log Book

7.3 Fire Extinguishers are only to be used by persons who have received specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

8 Fire Detection and Warning System

8.1 This building is provided with an electrically operated fire alarm and detection system. The system is subject to periodic testing and maintenance in accordance with BS 5839. The results of the tests must be recorded in the Log Book.

9. Emergency Plan

9.1 An Emergency Plan is not provided or required for this building. Fire Action notices will suffice.

10. Fire Procedures

10.1 The specific actions to be taken in the event of a Fire Incident are detailed in brief within the Fire Action Notices sited adjacent to every manual Fire Alarm call point and Emergency Exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.

10.2 Special provisions are provided on how to evacuate persons who may be disabled from the building in the event of a Fire Incident.

10.3 **NO member of staff must put themselves at risk.** If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the building.

11. Fire Safety Training of Employees

- 11.1 Fire Safety Training will be arranged and conducted to comply with current Fire Regulations. All new members of staff will receive training on commencement of employment; all members of staff will receive training on an annual basis.

12. Fire Drills

- 12.1 The process of Fire Drills and Evacuation should be taken seriously by all personnel and the Fire Safety Manager should ensure that all staff are made familiar with the Fire Evacuation Procedures.
- 12.2 To ensure staff, are capable of dealing with a full evacuation of the premises, the Fire Safety Manager will ensure that a Fire Drill is carried out at least termly.

13. Review of Policy

This Policy is to be reviewed on an annual basis by the Responsible Person to ensure the Policy and Procedures are up-to-date and effective.

Reviewed May 2026

Next review May 2027