


# Fire Safety Policy

## Policy Statement

<b>Principal Responsible Person</b>	Max Moltrasio
<b>Job Title</b>	Managing Director
<b>Signature</b>	
<b>Policy date</b>	07/06/2021
<b>Policy review due date</b>	To be reviewed annually

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.

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### Disclaimer

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## Fire Safety Legislation

### **The Regulatory Reform (Fire Safety) Order 2005**

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

### **Duties of the Responsible Person**

The Responsible Person, must comply with Articles 8 to 22 and 38 of the Fire Safety Order and any regulations made under article 24 as relevant, to ensure fire safety throughout the premises, this includes a requirement to complete a fire risk assessment. The significant findings of this risk assessment must be recorded, including measures that have been or will be taken and any groups of persons identified by the assessment as being especially at risk. 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.

Examples of actions that should be taken include but are not limited to:

- minimise the risk of a fire occurring, and take steps to make sure that if a fire starts, it can't spread through the building
- make sure escape routes are available and that any emergency exit doors are not locked and can be quickly and easily opened without the use of a key
- where a door is shut for security purposes (eg stockroom of a shop/rear emergency exits), make sure this can be easily opened from the inside, by installing push bar devices – these exits should not be blocked or obstructed
- make sure there is a way to detect fires and that this raises an alarm to alert everyone to evacuate - in larger premises, where fires can start undetected by a person, this should be an automatic detection and warning system (in very small premises, it is possible that this could be achieved through the shout of 'fire', but only if there is no way that a fire can develop without being identified by a person)
- Implement measure 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,

- co-operate and co-ordinate with other Responsible Persons where there is more than one - ensuring that any risks don't affect other occupants.
- check that shared escape routes are always clear

This is not a definitive list of actions to comply with the Fire Safety Order. Further information can be obtained from the premises specific guidance for this particular type of building - or contact a professional fire safety advisor or seek advice from your local fire and rescue service.

## **Management Responsibilities**

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

Name/s: \_\_\_\_\_

## **Employee's Responsibility**

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.

## **Fire Risk Assessment**

A visual Fire Risk Assessment has been conducted at these premises on behalf of the Responsible Person, by experienced and qualified Fire Safety Consultants,

**FireRiskAssessments.com** on [date](#)

The Fire Risk Assessment will be reviewed on a regular basis or following significant changes to the size, layout and use of the building.

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.

## **Reducing the Risk and Spread of Fire**

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.

The risk of fire is to be reduced by the education of employee's in Fire Prevention, basic fire safety awareness and the Fire Risk Assessment process.

## **Providing a Safe Means of Escape**

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.

When the fire alarm has actuated, staff and visitors are to be evacuated to the designated Safe Assembly Point, which is:

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Place of safety - The Place of Safety should be located far enough away from the building to afford protection from heat and smoke in a fire situation. Where possible it should be in an area that does not put occupants at risk from moving traffic and without the need to cross any roads. It should be in a place where persons can inform emergency services of the details of the incident

## **Emergency Lighting**

Emergency lighting is not provided in the premises. There is sufficient natural light for persons to see the way out of the building in an emergency.

Emergency lighting is provided in the premises and tested monthly and annually by competent persons in accordance with BS 5266. The results of the tests will be record in the Log Book.

## 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 EN ISO 7010:2012+A7:2017. All emergency exit routes are to be identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported to the Fire Safety Manager.

## Fire Fighting Equipment

Portable firefighting 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.

Fire extinguishers are subject to a routine monthly visual check and an annual service [through a Maintenance Contract](#). The [Maintenance Contractor/Service contractor](#) will put a label on each extinguisher indicating their name and telephone number and the date of service. In addition, all tests, defects and replacements are to be recorded in the Fire Safety Log Book.

Fire Extinguishers are only to be used by persons who have 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.**

## Fire Detection and Warning System

This building is provided with an [electrically operated Automatic fire alarm and detection system/manually operated alarm/battery operated smoke detection](#). The system is subject to periodic testing and maintenance in accordance with BS 5389. The results of the tests must be recorded in the Log Book.

## Emergency Plan

[It is deemed unnecessary for these premises to have a written Emergency Plan and that Fire Action Notices are sufficient. These will be displayed in a prominent position in the entrance and on all levels/adjacent to all manual callpoints.](#)

An Emergency Plan is provided for this building. The purpose of the Emergency Plan is to ensure all members of staff are made aware of what to do in the event of a fire occurring and to ensure the safe evacuation of all persons from the premises. In the event of a fire the building Emergency Plan is to be put into operation. The Emergency Plan will be subject to regular review. Where required a Personal Emergency Evacuation Plan (PEEP)/General Emergency Evacuation Plan (GEEP) will also be incorporated into the Emergency Plan.

## **Fire Procedures**

The specific actions to be taken in the event of a Fire Incident are detailed in the Emergency Plan, however details will also be displayed on 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.

Special provisions are provided on how to evacuate persons who may be disabled from the building in the event of a fire incident, in a PEEP/GEEP

**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.

## **Fire Safety Training of Employees**

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new members of staff will receive basic training on commencement of employment as well as given access to/given a copy of the Companies written Emergency Plan and Fire safety policy. All Employees will be given Basic fire safety training via our Online Training Facility on an ANNUAL basis.

## **Fire Drills**

The process of Fire Drills and Evacuation should be taken very seriously by all personnel. The Fire Safety Manager should ensure that all staff are made familiar with the Fire Evacuation Procedures.

To ensure that 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 once a year.

## 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.

### Reviews

<b>Date</b>	<b>By</b>	<b>Changes</b>	<b>Version</b>
07-06-2022	M. Moltrasio	None	V1
21-05-2023	M. Moltrasio	None	V1
09-05-2024	M. Moltrasio	None	V1
02-05-2025	M. Moltrasio	None	V1