

GENERAL STATEMENT

This policy sets out Age UK Surrey's legal obligations to its employees and visitors under the Regulatory Reform (Fire Safety Order) 2005. All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

1. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of the overall health and safety policy.

2. Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with in complying with any procedures AUKS may introduce measures to protect the safety and well-being of staff and visitors.

3. Communication

AUKS will keep everyone informed of any changes that are made to its fire safety procedures and fire risk assessment and ensure that all visitors to its premises are not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

- a fire risk assessment has been undertaken at all premises and will be reviewed annually. More frequent reviews will be necessary if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- the fire evacuation procedures will be practised not less than twice a year and noted in writing
- training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire marshals
- all new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes
- all escape routes will be clearly signed and kept free from obstructions at all times
- all fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment they must report it to a manager

- alarm systems will be tested weekly. Employees will be told when a test is scheduled
- any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting
- AUKS will keep fire safety records
- AUKS will display fire action notices
- failure to comply with this policy may be treated as a disciplinary matter.

AUKS does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so and if staff have been trained. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points which are clearly marked at each site. Re-entry to the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so. Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

PROCEDURE IN THE EVENT OF A FIRE at each premises is detailed in the Health and Safety Risk Assessment Documents located in [Sharepoint in the Staff Handbook](#) – please ask the line manager for details if you need any clarification.

Review - This policy will be reviewed every three years.

Issue	Date agreed by Board of Age UK Surrey	Reviewed
2	5 th April 2011	April 2014
2	17 th July 2014 (no changes required)	July 2019
3	24 September 2019	Dec 2023
	Agreed by Governance Committee	
4	16th Jan 2024 Board to adopt.	