

# FIRE SAFETY POLICY

## GENERAL STATEMENT

This policy is in place to help us comply with our legal obligations to staff 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 our 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 us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

### 3. Communication

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

### 4. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- a fire risk assessment has been undertaken which will be reviewed every six months. However, more frequent reviews will occur 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 at least annually
- 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 regularly. Staff 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
- we will keep fire safety records
- we will display fire action notices
- failure to comply with this policy may be treated as a disciplinary matter.

The company does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. 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. Re-entry of 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**

### **1. On discovering a fire**

- if you discover a fire raise the alarm immediately.

### **2. If you hear the fire alarm**

- immediately leave using the nearest available fire exit
- report to the assembly point for a roll call (corner of car park near gates)
- if you are with a visitor, ensure they accompany you.

### **3. Fire marshals**

- encourage staff around you to evacuate and to proceed to the assembly point
- report to the person in charge, noting any absentees.

### **4. Person in charge**

- gather all information regarding the evacuation
- establish if it is a genuine fire or a false alarm
- ensure that the fire brigade has been called
- liaise with the fire brigade on its arrival.

**Review** - This policy will be reviewed every three years.

<b>Issue</b>	<b>Date agreed by Board of Age UK Surrey</b>	<b>Reviewed</b>
2	5 <sup>th</sup> April 2011	April 2014
2	17 <sup>th</sup> July 2014 (no changes required)	July 2019
3	24 September 2019	