

Fire Safety Policy

GENERAL

This policy has been formulated to help the XYZ Company comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under The Order that requires the XYZ Company to:

- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Maintain documentation and records in respect of fire safety management

This fire safety policy also forms part of the XYZ Company general health and safety policy.

THE RESPONSIBLE PERSON

The XYZ Company has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto XYZ Company and of anyone not on the premises but who may be affected.

The responsible 'person' is: _____

The responsible person must ensure that competent persons carry out Fire Safety Risk Assessments (see Section 9, below).

FIRE MARSHALS

The XYZ Company's Fire Marshals are:

The Marshals in the event of a fire must:

- Dial 999
- Assist in evacuations