

Fire Safety Policy

COMPETENT PERSONS

The XYZ Company will appoint competent persons to carry out the following duties:

- Carry out risk assessments
- Advise Fire Marshals
- Assist with fire drills

The competent persons will include the _____

A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. Training and supervision will be provided for nominated competent persons.

DOCUMENTATION & RECORDS

The XYZ Company documents and keeps records to prove that we have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time in the office.

- The fire safety policy
- Fire evacuation procedures
- Copies of all risk assessments
- Records of all fire training
- A record of all fire drills (at least one per year)
- Records of weekly bell tests of fire alarms.
- Record of annual inspection and testing of all fire-fighting equipment
- Records of periodic tests of emergency lighting
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- Records of any unwanted alarm activations and action taken
- Plans of the XYZ Company's building.