

Fire Safety Policy

DUTIES OF THE STAFF

All staff 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 in complying with any procedures that the XYZ Company may introduce as a measure to protect the safety and well-being of all staff and visitors.

COMMUNICATION

The XYZ Company will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety. A fire safety briefing will form part of the induction training for new members of staff. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

PROCEDURES

The XYZ Company has introduced the following procedures in order to maintain high standards of fire safety:

- The fire evacuation procedures will be practiced at least once annually.
- All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate.
- It is XYZ Company policy that key staff, will be trained in the use of fire extinguishers.
- All escape routes will be kept in good working order and free from obstruction and combustible materials at all times.
- Firefighting equipment will be provided.
- All fire related equipment will be regularly serviced and maintained by a competent person or contractor.
- An appropriate fire detection and alarm system has been provided.
- Emergency lighting has been provided for escape routes where applicable.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times.
- Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire.
- This policy will be included as part of the terms and conditions of employment.