

# Fire safety policy

|  |  |
|--|--|
| Responsible person:                    |  |
| Name and address of premises:          |  |
| Use of premises:                       |  |
| Number of floors:                      |  |
| Average occupancy of premises:         |  |
| Number of occupants with PEEPs:        |  |
| Date policy last reviewed and updated: |  |

## Policy statement

The purpose of this fire safety policy is to ensure the safety of all people in, or in the vicinity of, the premises in case of fire. \_\_\_\_\_ is committed to taking all reasonably practicable measures to prevent or minimise the risk of fire and has undertaken a fire safety risk assessment to identify hazards and ensure appropriate controls are in place, in line with the Regulatory Reform (Fire Safety) Order 2005.

Whilst fire can never be prevented completely, \_\_\_\_\_ has put in place suitable systems to alert people to fire, raise the alarm and escape safely. These systems will be regularly monitored and reviewed through fire drills. All members of staff will also be given training and instruction on fire evacuation measures.



# Section 1 - Fire safety hazards

| Hazard  | Location                                       |
|---|--|
| <i>E.g. piles of cardboard recycling to take outside.</i> | <i>Near the fire exit on the ground floor.</i> |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |

# Section 2 - Fire safety precautions

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



**Policy written and completed by:**

|           |  |
|-----------|--|
| Name:     |  |
| Position: |  |
| Date:     |  |

| Review required on (date): | Review completed (Y/N): | Changes required:   | Completed by: |
|----------------------------|-------------------------|---|---------------|
| e.g. 2/1/2025              | Y                       | Updated PEEP for x.<br>New fire signage.<br>New staff training. | F. Warden     |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |
|                            |                         |   |               |