

# **Fire Safety Policy**

{Company Name} is dedicated to promoting the fire safety and welfare of all its employees, suppliers, contractors, customers, and visitors on our premises. We are committed to ensuring safe and healthy working conditions, preventing injury and ill health, and striving for continual improvement in all activities related to fire safety.

This policy serves as a guide to the legal implications and technical requirements outlined in the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, which specify who is responsible for fire safety in non-domestic premises.

## **Objectives**

- To ensure the protection of all individuals from fire risks.
- To comply with all relevant fire safety legislation.
- To implement effective fire prevention and risk control measures.
- To establish clear evacuation plans and emergency procedures.
- To promote fire safety awareness through training and drills.

## **Fire Prevention and Risk Control**

{Company Name} takes actions to ensure that all persons are protected as far as reasonably practicable. We recognise that fires can be initiated by various means, including arson, smoking, faulty electrical appliances, and careless disposal of lit items. To mitigate these risks, we will:

- Implement control measures to prevent the accumulation of combustible materials.
- Ensure the availability and maintenance of portable firefighting equipment.
- Install fire detection and early warning systems, including break glass call points and emergency lighting.
- Utilise sprinkler systems where applicable and maintain fire doors (smoke doors) and fire exit doors.

## **Fire Risk Assessment**

We will conduct regular fire risk assessments to identify significant risks associated with our premises. These assessments will include:

- Identification of possible ignition sources and combustible materials.
- Evaluation of working practices, escape routes, and individuals requiring additional support.
- Implementation of necessary precautions based on the assessment findings.

## **Evacuation Plans**

All premises will have a fire evacuation plan that is communicated to all employees and, where applicable, visitors. The evacuation plan must include:

- Details of evacuation routes.
- Locations of firefighting equipment and break glass points.
- Fire action plans outlining procedures for discovering a fire or hearing the alarm.
- Identification of fire exits and assembly points.

## **Fire Training**

All employees must complete Fire Awareness training upon induction and participate in refresher courses annually. Additionally, designated staff will complete Fire Marshal training, and First Aid training will be provided to selected personnel.

## **Fire Evacuation Drills**

Fire drills will be conducted at least twice a year, with additional drills as necessary to accommodate all shift patterns. Records of these drills will be maintained, documenting essential details such as:

- Date and time of the drill.
- Location and scenario details.
- Names of fire marshals and the fire controller.
- Total evacuation time and areas cleared.
- Observations and lessons learned.

## **Fire Records**

Records related to fire alarm testing, emergency lighting testing, and other fire safety measures will be maintained by a designated individual competent in these tasks. These records must include:

- Documentation of all testing and servicing activities.
- Communication of necessary repairs or maintenance needs.

## **Implementation and Responsibilities**

Every employee at {Company Name} has a responsibility regarding fire prevention and safety arrangements. Directors and Senior Managers will ensure:

- Implementation of this policy within their departments.
- Development of fire and emergency plans tailored to their areas.
- Regular risk assessments and reviews of fire safety measures.

Employees are expected to adhere to fire safety protocols and report any breaches or hazards to their line managers. Breaches of this policy will be treated seriously and addressed in accordance with the company's disciplinary procedures.

## **Maintenance and Review**

The Duty Holder is responsible for ensuring that the Planned Preventative Maintenance schedule is up to date and that all fire systems are fully operational and compliant with legal standards. This policy will be reviewed annually or as needed to ensure its effectiveness and relevancy.

{Company Name} is committed to maintaining a safe environment for all individuals on our premises. Through adherence to this Fire Safety Policy, we aim to prevent fire-related incidents and respond effectively in the event of an emergency, thereby safeguarding the well-being of our employees, clients, and visitors.