



FIRE SAFETY POLICY

2025-2026

Reviewed: May 2025
Next Review due: May 2026
Approved by Health and Safety Manager: Roy King



1. Purpose

The purpose of this Fire Safety Policy is to establish guidelines and procedures to ensure the safety of all employees, visitors, and assets in the event of a fire emergency. This policy outlines the responsibilities of individuals within the organization to prevent fires, respond effectively in case of a fire, and minimize the risks associated with fire incidents.

2. Scope

This policy applies to all employees, contractors, visitors, and any other individuals within the premises of the organization. It covers all facilities, equipment, and operations under the organization's control.

3. Responsibilities Management

Provide sufficient resources for fire safety measures.
Ensure that fire safety equipment is maintained, and fire drills are conducted regularly.
Appoint Fire Wardens to assist in the implementation of fire safety procedures.

4. Employees

Familiarize themselves with the fire safety procedures and evacuation routes.
Report any fire hazards or concerns to the designated personnel.
Follow evacuation procedures and cooperate with Fire Wardens and emergency responders during drills or actual fire incidents.

5. Fire Prevention

Smoking is strictly prohibited in all indoor areas.
Flammable materials should be stored in designated areas according to safety regulations.
Electrical equipment must be used in accordance with manufacturer guidelines and inspected regularly.

6. Emergency Procedures

Upon discovering a fire, activate the nearest fire alarm if possible and alert others.
Evacuate the building using the nearest safe exit and assemble at the designated assembly point.
Do not use elevators during a fire emergency.

7. Training and Drills

All employees must receive fire safety training upon joining the organization and refresher training annually.
Fire drills will be conducted regularly to ensure that all individuals are familiar with evacuation procedures.

8. Maintenance of Fire Safety Equipment

Fire extinguishers, smoke detectors, and other fire safety equipment will be inspected and maintained regularly by qualified personnel.

9. Communication

Information regarding fire safety procedures, evacuation routes, and emergency contacts will be displayed prominently throughout the premises.

10. Review and Updates

This Fire Safety Policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with relevant regulations.

11. Compliance

Non-compliance with this Fire Safety Policy may result in disciplinary action as per the organization's disciplinary procedures.

Approval

This Fire Safety Policy was approved by the Senior Leadership Team on May 1st, 2025. All individuals are expected to adhere to the guidelines outlined in this policy to maintain a safe working environment.

