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## Evacuation and Fire Policy and Procedure

### **General Statement**

Foresight is a responsible employer and takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff, volunteers, service users and visitors under the Fire Precautions (Workplace) Regulations 1997. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

### **Employees' duties**

All employees 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 with the organisation in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

### **Communication**

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. 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**

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes
- The fire evacuation procedures will be practiced at least quarterly
- Training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire wardens
- It is our policy that all staff will be trained in the use of fire extinguishers
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes

- All escape routes will be clearly signed and must be kept free from obstructions at all times
- The fire alarm is a siren. When activated, all staff (except those with special designated duties) should leave the building immediately by the nearest exit. Do not stop to collect anything.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager
- Alarm systems will be tested regularly. This takes place at on Monday mornings between 8 and 8.30 am.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

This information is also available in other formats, languages and picture format upon request.