

Visual Interiors & Partitions Ltd

White Post Farm House, Laindon Common Road, Little Burstead, Billericay, Essex, CM12 9SY

Telephone: 01277 658517

www.vipartitions.com - enquiries@vipartitions.com

Fire Safety Policy

The Managing Director will ensure that:

All Employees/Sub-Contractors receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

A register of Employees/Sub-Contractors is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.

Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.



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Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

Signed:



Date:

April 2024

Policy review date:

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