

Whitepost Farmhouse, Laindon Common Road, Little Burstead, Billericay, Essex CM12 9SY

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FIRE SAFETY POLICY

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. The company 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, the company 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.

The Managing Director will ensure that the principles of the Building Safety Act are integrated into our Day-to-day operations via:

Ensure that all duty holders are aware of their responsibilities in the Building Safety Act.

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 staff 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.



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Fire evacuation drills are carried out, which will be recorded in the fire logbook, ensuring all staff are aware of the evacuation plan, including how to raise the alarm i.e. calmly, quickly and safely, nominated fire wardens, where fire assembly point/s are.

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.

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

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.

This policy will be reviewed annually as a minimum, or as legislation requires.

Date of Issue: 01 November 2025	Signed: 
Date of Next Review: November 2026	Print Name: Philip Barker

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