tusp

Office Fire and Emergency Policy

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APPROVAL				
Version	**Date**	**Compiled by**	**Reviewed by**	**Approved by**
1.0	**08/08/2019**	Fiona Lee	R D Smith	S A Hobden
the Ultimate Solution Partnership File Ref no tusp/F&E/FL/001				

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AMENDMENT HISTORY		
Version	**Sections**	**Amendment Details**
Draft 0.1 Version 1.0	New Agreed	New document Agreed document published

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OFFICE FIRE AND EMERGENCY POLICY

1. **STATEMENT**
   - **1.1 tusp believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.**
   - **1.2 We are committed to:**
     - **1.2.1 Preventing accidents and work-related ill health.**
     - **1.2.2 Compliance with statutory requirements as a minimum.**
     - **1.2.3 Assessing and controlling the risks that arise from our work activities.**
     - **1.2.4 Providing a safe and healthy working and learning environment.**
     - **1.2.5 Ensuring safe working methods and providing safe working equipment.**
     - **1.2.6 Providing effective information, instruction and training.**
     - **1.2.7 Consulting with employees and their representatives on health and safety matters.**
     - **1.2.8 Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.**
     - **1.2.9 Setting targets and objectives to develop a culture of continuous improvement.**
     - **1.2.10 Ensuring adequate welfare facilities exist throughout the department.**
     - **1.2.11 Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.**

2. **Fire safety risk assessment**
   - **2.1 tusp will perform an annual fire risk assessment of the premises and take any required action to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.**

3. **Staff with specific responsibilities**
   - **3.1 Richard Smith has overall control of any emergency situations, or Fiona Lee in his absence**
     - **3.1.1 This includes overall control of the evacuation of the building and recording of the emergency situation and actions taken; accounting for all persons in the premises; liaising with the Fire and Rescue Service; and ensuring that other people with special duties have taken relevant action.**
   - **3.2 Fiona Lee is the fire warden, or Carolyn Sims in her absence.**
   - **3.3 The rest of the office staff have been trained in how to respond to the event of a fire, are aware of the location of the emergency fire exit and have access to the map of the building.**

Signed:

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Managing Director

Date:

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