



Scottish Federation of Meat Traders Associations

[Name]

Fire Safety Policy

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this Policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st April 2006. Due to its importance, this fire safety policy also forms part of the Company's overall Health and Safety Policy.

1. 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 us in complying with any procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors.

2. 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.

3. 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 annually.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals.
- It is our policy that all staff will be trained in the use of fire extinguishers.
- All new members of staff will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signposted and kept free of obstructions at all times.
- 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. Staff will be told when a test is scheduled.
- 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.



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Policy Statement: Fire Procedures

On October 1st 2006, new rules come into force, affecting all non-domestic premises in the UK. If you are an employer, self employed with business premises, a contractor with a degree of control over a premises, responsible for a business premises, or a charity/voluntary organisation; then you need to know your duties under the new act.

The main rules under the new legislation:

- You need to carry out a fire risk assessment, identifying all possible dangers and risks. As part of this you must consider the safety of everyone in the premises (E.g.: Staff, customers, delivery staff, etc...).
- Get rid of, or minimise any risks found as far as is reasonably possible (E.g.: Replace flammable materials for non-flammable materials if possible); and provide fire precautions to deal with any remaining risks (E.g.: Smoke alarms, fire extinguishers).
- Provide protection if flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency. If you have five or more employees you must keep a record of this plan.
- Regularly review your findings to make sure all new situations are covered (E.g.: A new employee, an office expansion, stocking new potentially flammable goods, etc...).
- Fire certificates are no longer required or valid from the start of the new rules.

Your local fire authority should provide you with practical advice on request, and they can also order investigations or issue notices where you fail to meet the regulations.

Although the new regulations are designed to make meeting fire regulations easier (by merging lots of existing legislations), they appear to be causing confusion among many small business owners who are unsure what they need to do.

Remember that you are responsible for the health and safety of your employees, so leaving fire risks puts you at risk of health and safety claims as well as those under the new fire regulations.

Our Person responsible for Fire Safety is:

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Our Muster point is:

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