

## FIRE SAFETY POLICY

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

### No smoking policy

The business operates a strict no smoking policy - please see this separate policy for details.

### Fire drill procedure - On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass.
- Immediately evacuate the building under guidance from the manager on duty.
- Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- Report to the assembly points for a roll call.
- Ensure registers of staff/visitors are collected and checked on evacuation.
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any employees or visitors are not accounted for.
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

### If you are unable to evacuate safely:

- Stay where you are safe.
- Keep calm and together.
- Wherever possible alert the Senior Management of your location and identity of the other adults with you.
- Telephone emergency services: dial 999 and ask for the fire service.

### Remember:

- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any employees or visitors are not accounted for.

### Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 <sup>th</sup> May 2024	Annual	12 <sup>th</sup> May 2025	