



## Fire Safety Policy

It is the intention of the policy to take such general fire precautions as will ensure, so far as reasonably practiced, the safety of employees, volunteers, service users and that of other relevant persons on the premises.

According to the location, identified persons from Stoke on Trent Council and Bentilee Volunteers will be responsible for

- Maintenance and repair of the buildings fire-related services, such as the fire alarm and emergency lighting systems.
- Undertake to appoint and train competent persons to assist the "responsible person" to fulfil their fire safety duties (this may include fire wardens and/or persons trained to use fire-fighting equipment)
- Acknowledge the responsibility to reduce the risk of fire starting and spreading to as low as reasonably practicable, by undertaking appropriate preventative measures
- Acknowledge the responsibility to reduce the risk of occupants should a fire occur, by ensuring that the means of escape can be safely and effectively used at all material times
- Undertake to provide appropriate instruction and training for staff and volunteers
- Undertake to co-ordinate and co-operate with the centre manager to ensure that fire safety measures provided in the building are maintained and that action in the event of a fire is consistent with the centres procedures
- Undertake to carry out a suitable and sufficient fire risk assessment, to carry out actions identified in such an assessment within an appropriate time scale, to review it on a regular basis and to repeat the assessment at suitable intervals, when it is thought no longer to be valid or when there are significant changes to the matters to which it relates.