

## **Fire Safety Policy**

### **Introduction**

Employ My Ability (EMA) will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with fire regulations and Health and Safety regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill health to employees, students, visitors, contractors and others, who may be affected by the activities of the business.

### **Policy Aims:**

- To ensure compliance with all relevant legislation.
- To effectively liaise with the local fire authority where appropriate.
- To identify and implement reasonably practicable control measures to control the risks from fire.

### **Policy:**

EMA will ensure:

- A fire risk assessment is undertaken and reviewed annually – this is completed by UK Fire Consulting Ltd.
- The fire evacuation procedures are practiced at least annually.
- Training is provided, as necessary, to all staff. All staff complete eLearning on fire safety.
- All escape routes are clearly signposted and kept free of obstructions.
- All fire-related safety equipment is regularly serviced and maintained.
- Each employee with a disability will have a PEEP drafted as part of their induction.
- All students have a PEEP

### **Non Compliance**

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

### **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

### **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

### **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

### **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.