

Premises Address: -

Fire Safety Management Plan

<p>Fire Safety Plan Person with overall responsibility for fire safety: -</p> <p>Organisation: Setting objectives, design of tasks Planning: Structure of organisation Control: Identify persons responsible for tasks Monitoring: Regular inspections to check implementation of standards and management control Review: Review performance</p>	<p>Responsible Person:</p> <hr/> <p>Position:</p>
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	Person 1	Person 2
<p>Fire Risk Assessment Person responsible for: -</p> <ul style="list-style-type: none"> ▪ Carrying out the assessment ▪ Maintenance and review of the assessment 	<p>Responsible Person:</p> <hr/> <p>Position:</p>	<p>Responsible Person:</p> <hr/> <p>Position:</p>

<p>Maintenance Programme Person or persons responsible for: -</p> <ul style="list-style-type: none"> ▪ Maintenance of fire safety provisions ▪ Escape routes ▪ Fire resisting walls, doors and partitions ▪ Fire safety signs ▪ Fire warning system ▪ Emergency lighting ▪ Firefighting equipment 	<p>Responsible Person:</p> <hr/> <p>Position:</p>	<p>Responsible Person:</p> <hr/> <p>Position:</p>
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<p>Emergency Action Plan Person responsible for the emergency action plan, which details procedures to be taken by employees in the event of a fire in the workplace</p>	<p>Responsible Person:</p> <hr/> <p>Position:</p>	<p>Responsible Person:</p> <hr/> <p>Position:</p>
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<p>Fire Drills Person responsible for organising and carrying out evacuation drills to ensure the emergency action is sufficient</p>	<p>Responsible Person:</p> <hr/> <p>Position:</p>	<p>Responsible Person:</p> <hr/> <p>Company Name:</p>
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	In-House	External Company
<p>Staff Training Person responsible for fire safety training within the organisation.</p> <ul style="list-style-type: none"> ▪ Induction training and periodic/refresher training ▪ Fire Extinguisher Training 	<p>Responsible Person:</p> <hr/> <p>Position:</p>	<p>Responsible Person:</p> <hr/> <p>Company Name:</p>