

	<b>Fire Safety Policy Statement</b>	Issue:	Document Reference:
		05	CSL/POL/HSQE/011
		Issue Date: May 2024	Date of Next Review: May 2025

**General Statement of Intent:**

Camscaff is a responsible employer and takes its fire safety duties seriously. For this reason, we have formulated this policy to ensure compliance regarding our legal obligations to staff and all visitors under the Fire (Scotland) Act 2005 and the Fire (Scotland) Regulations 2006. These include the provision of a safe place to work where fire safety risks are minimised. Due to its importance, this fire safety policy forms part of our overall health and safety policy.

**Organisation:**

The Managing Director has overall strategic and day to day responsibility for fire safety at Camscaff Limited and in his absence the senior member of staff assumes all responsibilities for fire safety. Staff members have a full and meaningful part to play in fire safety by safeguarding themselves, colleagues, visiting workers and any visitors.

**Planning:**

Camscaff Limited will employ a suitably qualified person / provider to carry out a Fire Risk assessment in accordance with the Fire Scotland Act 2005. Significant findings of the fire risk assessment will be communicated to staff and visiting contractors.

**Control:**

Controls will be put in place to ensure decisions for achieving fire safety are being Implemented as planned within the Fire Risk Assessment.

**Monitoring and review:**

Fire safety planning and the Fire Risk Assessment will be monitored and reviewed to ensure constant development of policies and approaches. The Fire Safety Risk Assessment will be reviewed annually or when a fire safety deficiency is reported which may take the following form:

- a fire or
- a complaint either by a member of the public, member of staff or a
- new work process is introduced

**Identifiable trained persons:**

Adequate numbers of persons shall be trained and be responsible for supervising and implementing the emergency fire action plan will be on duty at all times to ensure the Emergency Fire Action Plan and the Fire Safety Policy are implemented and adhered to.

**Staff fire training:**

Staff will receive fire training by a competent training provider on an annual basis. New staff will be inducted by management and made aware of the emergency fire action plan and asked to sign it. They will be given a fire safety induction check sheet and asked to sign it when they are confident of its content and meaning. Staff will be inducted as soon as possible after commencement of their employment.

**Staff feedback:**

Staff are encouraged to contribute and feedback any thoughts, concerns and input on any point they feel appropriate and will be fully supported regarding this.

**Emergency fire action plan:**

Camscaff Limited has an Emergency Fire Action Plan and part of the induction process will ensure new members of staff understand and sign it. The emergency fire action plan will require to be given to staff where they are required to read and sign it. This will be done annually as a minimum.

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**Means of escape:**

All means of escape will be maintained visually prior to the business opening and at periodic times daily. Checks require that escapes are free from obstacles; ensuring door opening devices function easily, correctly and are unlocked before trading.

**Maintenance of First Aid Fire Appliances and fire alarm:**

Maintenance of first aid fire appliance will be in accordance with manufacturers specifications and carried out by a qualified maintenance agent.

**Fire drill:**

A full practice evacuation will be carried out annually as a statutory minimum and recorded to confirm staff are confident and understand their responsibilities regarding the emergency fire action plan and how it functions.

**Arrangements for notifying relevant persons of risk from fire:**

Persons requiring information on the fire risk assessment include:

- Workers from outside agencies.
- The parents of any children employed (under 18 years old)


The management undertake to ensure all relevant persons are instructed and informed of the risks identified within the Fire Safety Risk Assessment and the measures put in place to mitigate those risks.

**Contingency plans:**

When a system for the fire safety of employees and members of the public is unavailable due to maintenance or failure an immediate assessment of the risk and any mitigation that can be put in place will be undertaken. If no suitable mitigation can be found the premises will be closed until such mitigation is instigated or the situation is resolved.

**Our commitment:**

Camscaff is committed to Fire Safety and adopts the above Fire Safety Policy and undertakes to implement the findings of the Fire Risk Assessment.




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**Stephen Rowan**  
**Managing Director**