

Fire Safety Management Plan

Fire Safety Plan

- All staff

Responsible Person/s

Sally Willis
And
Jessica Dunk

Fire Risk Assessment

- Person responsible for undertaking and updating Fire risk assessment, and its review in 12 months.

Responsible Person/s

Jessica Dunk

Parish Administrator

Maintenance Programme

Responsible Person for:

- Maintenance of fire safety provision
- Fire Alarm
- Emergency lighting
- Fire fighting equipment
- Escape routes
- Fire safety signs/notices

Responsible Person/s

Sally Willis
And
Jessica Dunk

Emergency action plan

- All staff

Responsible Person/s

Sally Willis
And
Jessica Dunk

Staff training

- Fire safety of all staff
- Implementing fire drills

Responsible Person/s

Sally Willis
And
Jessica Dunk