



Fire Safety Policy

Policy Owner: Jody Walker
Approved by: Managing Director
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Policy Statement

Office Supplies for Industry Ltd (OSI) is committed to ensuring the health, safety, and welfare of all employees, visitors, contractors, and others who may be affected by our operations by effectively managing fire risks across all areas of the business.

We recognise that fire presents a significant risk to life, property, and business continuity. OSI is dedicated to preventing fire incidents through proactive risk management, implementing appropriate control measures, and ensuring effective emergency response procedures are in place.

This policy outlines our commitment to complying with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005, and to maintaining safe working environments within our office, warehouse, and any sites where we operate.

Legal Compliance and Fire Risk Management

OSI will comply with all applicable fire safety legislation and guidance. A suitable and sufficient Fire Risk Assessment (FRA) will be carried out and reviewed regularly (typically annually or following significant changes).

The Fire Risk Assessment will identify hazards, people at risk, evaluate risks, implement controls, and be reviewed periodically. All identified actions will be recorded and tracked to completion.

Fire Prevention and Control Measures

OSI will implement appropriate measures to minimise the risk of fire:

General Fire Prevention:

- Good housekeeping practices maintained
- Combustible materials stored safely
- Ignition sources controlled

Electrical Safety:

- Equipment maintained and used correctly
- Faulty equipment removed immediately

Storage and Warehouse Controls:

- Safe storage of materials
- Racking systems maintained



Control of Contractors:

- Contractors must follow fire safety procedures
- Hot works controlled where required

Fire Detection, Warning and Firefighting Equipment

Suitable fire detection and alarm systems will be maintained. Fire extinguishers will be provided and serviced regularly. Emergency lighting will be installed and tested, and fire alarm tests will be conducted and recorded.

Emergency Procedures and Evacuation

Clear evacuation procedures will be in place. Emergency exits will be clearly marked and kept unobstructed. Assembly points will be designated.

In the event of fire:

- Raise the alarm
- Evacuate immediately
- Do not re-enter until authorised

Roles and Responsibilities

Management will ensure fire risk assessments are completed and controls implemented. Employees must follow procedures and report concerns. Fire wardens will assist in evacuation where applicable.

Training and Awareness

Fire safety training will be provided at induction and refreshed as required. Employees will be made aware of emergency procedures and fire risks in their work area.

Monitoring and Continuous Improvement

Fire safety performance will be monitored through inspections, audits, and incident reviews. The policy will be reviewed annually or following significant changes.

Communication

This policy will be communicated to employees and made available upon request. Signage will be displayed throughout premises.

Signed: _____
Position: _____
Date: _____