Fire Safety Procedure

If you discover a fire

Raise the alarm, leave by the nearest exit and go to the assembly point.

Managers are responsible for making sure their teams are aware of this guidance. Questions should be raised with the HR team in the first instance.

Fire wardens

Each floor has a trained fire warden who checks the area is clear.

Managers are responsible for making sure their teams are aware of this guidance. Questions should be raised with the HR team in the first instance.

Appendix 1

This appendix provides supporting detail for the sections above. It is included for reference and should be read alongside the main document.

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