**FIRE SAFETY MANAGEMENT STRUCTURE**

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| The person with the **overall responsibility for fire safety**:-**Planning** Structure of organisation, Setting objectives, policy and procedures**Do** Identify person responsible for tasks / actions**Check** Checks and the implementation of standards**Act**  Reviews of fire safety performance and standards | **Responsible** **Person**: |
| **Position**: |

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| The person with responsibility for **fire safety risk assessment**: * Carrying out fire safety risk assessment
* Review of fire safety risk assessment
 | **Responsible** **Person**: |
| **Position**: |

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| The person with responsibility for the **maintenance programme**: * Fire detection and warning system
* Emergency lighting
* Escape routes
* Fire safety signs and notices
* Fire resisting walls, partitions and doors
* Firefighting facilities
* Electrical appliances and premises installations
 | **Responsible** **Person**: |
| **Position**: |

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| The person with responsibility for developing and reviewing the premises **Fire Safety Management Plan** which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.  | **Responsible** **Person**: |
| **Position**: |

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| The person with the responsibility for **staff training**: * What to do in the event of fire
* What to do upon hearing the fire alarm
* Liaison with the fire service
* Emergency shut down procedures
* Firefighting arrangements
* The reason for good housekeeping practices etc.
 | **Responsible** **Person**: |
| **Position**: |