**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**: |