

**GODALMING TOWN COUNCIL**  
**FIRE SAFETY MANAGEMENT POLICY STATEMENT**

It is the policy of Godalming Town Council to ensure, so far as is reasonably practicable, that they provide and maintain safe and healthy working conditions and protect employees, visitors and others so far as is reasonably practicable against the risk of fire within our premises.

We believe that this document when combined with individual fire risk assessments, emergency plans and evacuation procedures sets out best practice standards for an organisation such as ours.

Ultimate responsibility for fire safety management rests with the Full Council; and the Town Mayor and the Town Clerk are named as the representing the Full Council in this context. Additionally, the Town Council's consultant Safety Adviser provides competent advice to the managers of premises who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

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**Town Clerk**

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**Town Mayor**

**31 March 2016**