

# Fire Safety Policy

## Management Responsibilities

The Managing Director is the designated responsible person and as such has overall responsibility for ensuring that there is an appropriate fire safety policy for the premises under his control. These responsibilities shall include the following:

1. Make sure that a fire risk assessment is carried out and reviewed annually & re – assessed once every three years unless any of the following items require an earlier assessment:
  - Alterations made to the structure of the building
  - Young persons are employed
  - Hazardous substance storage is introduced or changed
  - A fire-related incident or accident occurs
  - Fire safety equipment is damaged
  - Personnel numbers increase significantly
  - A staff member with a disability is hired
  - Changes to equipment, machinery or larger furniture and fixtures occur
2. Make sure that the recommendations of any fire risk assessment are implemented at the earliest opportunity.
3. Make sure that fire prevention measures are in place and maintained including:
  - Fire extinguishers appropriate to the fire risk in particular parts of the premises
  - A fire alarm system compliant with BS5839-1:2013; building regulations and insurers requirements
  - Adequate emergency lighting including at fire exit doors
  - Signage clearly showing escape routes
  - A system of checks & testing of fire alarms & fire extinguishers is in place and documented
  - Testing of electrical installations in accordance with the Electricity at Work Act 1989
  - All 'hot work' is carried out under controlled conditions
  - That there are daily checks to ensure that rubbish containers are emptied at regular intervals and safely deposited in closed skips away from the building
4. The Managing Director will ensure that there is an up to date plan of the premises clearly illustrating the layout of the building, the location of fire exits, fire extinguishers, gas and electric isolation devices, location of gas containers and any hazardous material. A copy of this plan shall be available for the incident commander in the event of a fire.
5. There is a comprehensive process for confirming who is on site at any time – including visitors and sub - contractors
6. Ensure that a fire evacuation practice is conducted at least once per year
7. That there are staff members designated to check the number of personnel present in the muster area

### **Taking control of any incident**

If the managing director is on site, they will take overall control of any incident and confirm that the required emergency service has been contacted and understands the emergency.

If the managing director is not on site the team manager in charge will take responsibility

If the site is not in operation, the company has a security company who will alert the emergency services and there is also an automatic fire detection system installed throughout the building

### **The managing director will be responsible for implementing a training and awareness programme whereby:**

If a fire is spotted by a member of staff there are notices throughout the building advising them what to do including:

#### **Step 1 – Raise the Alarm**

Anyone discovering a fire should raise the alarm immediately, regardless as to how small the outbreak is or how innocuous it appears to be. Fires can develop very quickly and every second counts.



The Fire & Rescue Service should be called, with the name, address and full postcode of the property given clearly, along with any helpful information such as the fire type and location.

If the alarm has sounded automatically, assigned personnel should investigate the alarm condition as everyone else evacuates the building. If it is a genuine fire condition, and if the fire is small and manageable (about the size of a waste paper bin on fire), and the appropriate type of fire extinguisher is available, then somebody may attempt to extinguish the fire, but only if they have been trained to do so.

They should make sure that their escape route is never compromised by the fire, as well as ensuring they are confident that they understand the fire type and adjacent risks. Similarly, they should retreat if, despite their best efforts, the fire continues to grow. Assigned personnel will “sweep” their designated areas of the building to ensure that everyone is out safely.

### **Step 2 – Evacuate**

Evacuation should be prompt and calm, with everyone making their way to the designated assembly point.



Any hazardous machinery or processes should be shut down by the team managers. Do not stop to collect any personal belongings and head directly to the nearest emergency fire exit. Put your hand against any doors you go through to check that the fire is not on the other side, and the last person out should try to close doors behind them to prevent the fire spreading through the building’s “fire compartments” and also to reduce the level of oxygen available in any room to feed the fire. If the escape route is affected by smoke, drop down onto the ground and crawl, as the available air will be cleaner closer to the ground.

### **Step 3 – Get to the Assembly Point**



**The assigned person will make sure they have a copy of the fire plan ready to hand over to the person in charge.**

The assembly point is easily accessed by all exiting persons and has safe access for the emergency services.

Once you have exited the building, everyone should meet at the designated assembly point.

A headcount (or nominal roll call) will be performed by the assigned person, making sure that any visitors are accounted for.

You should not re-enter the building until told to do so by an attending Fire Officer.

### **If You Become Trapped Inside**

Try and get to a room with a window.

If you're on the first floor, open a window and lower yourself to arm's length, then drop to the floor.

**Never jump from a window** and make sure to first throw down some soft materials onto the ground outside.

If you're too high up to attempt this, then use the window to call for help and also call 999.

Block the gaps under doors with materials such as clothing, bedding, towels etc. to prevent smoke from entering.

If your clothes ever catch fire, don't run around as this will fan the flames; instead, remember:

- **Stop**
- **Drop**
- **Roll**

### **Media Management**

The Managing Director will manage communication with the media and in his absence any director on site. Once the company understands the main details of any incident, they should prepare a brief statement outlining what has happened and what is now being done. Organisation representatives shall not involve in speculation about causes or consequences of any incident. The prepared statement can be used in communicating by conventional channels and as the basis for any comment on social media. Whenever, possible company management should try and restrict photographs and videos to those that might be needed to understand the cause of any issue and to further any post – incident review.

### **Understanding What Happened**

As soon as practicable after any major fire the Managing Director or his deputy will make sure that everyone involved in the incident makes a statement about what they saw, what

they did and when they did it. This will help with any post incident review. The Managing Director will also take control of any visual media such as closed-circuit television, videos and photo images.

### **Post Incident Review (PIR)**

As soon as practicable the company will organise a post incident review which should involve as many people involved in the incident as possible as well as an independent facilitator. The objective of the review is to understand what happened, how effective our response was and what we could better. The PIR goal to establish the following:

1. What happened in detail with an agreed timeline?
2. What did we learn about our system (People Processes)?
3. How can we improve our system with this knowledge?
4. How could we respond more quickly?
5. How could we recover more quickly?

### **The review templates**

A brief summary of the incident including but not limited to:

- The severity of the issue
- Impact on Health & Safety
- Impact on the environment
- Impact on customers
- Who was in charge of the incident

### **Timeline documentation**

Date and time of fire  
Who was alerted first & when  
When was the fire acknowledged  
When did emergency services arrive on site  
Who else helped, what time did they join in  
List of the tasks that were performed and the time they occurred  
Which actions had a positive impact  
Which tasks had a negative impact  
Who executed specific tasks  
Records of any conversations during the incident  
What kind of information was shared

### **Outcomes**

A visual timeline of the incident  
Contributing factors to the fire – lessons identified  
Measures that could be taken to prevent similar fires  
Action items – leading to lessons learned when implemented



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