

1. Introduction

The company are committed to providing safe environments for its staff, visitors and office unit sharers. This involves the provision, implementation, and management of a fire safety system. All staff have a statutory responsibility in ensuring the compliance with the law and complying with the fire safety provisions defined with in this policy.

Fire is recognised as a major threat to the company, including life, asset and business activities. The business will ensure that as far as is reasonably practicable, that the risk of fire and its associated effects will be managed in compliance with 'The Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation that may impact upon it.

The policy aim is to ensure the safety and wellbeing of everyone within the business and to protect the attributed office assets.

2. Arrangements

The policy applies to all premises and activities falling within the office area, including the kitchen on the ground floor. As a small company the duty of responsibility is expected to be taken by each individual employee at the same level, to ensure that the safety of all staff, visitors and local environment is a priority. The Fire Safety Marshals are Emma Harding and Amanda Williams.

Regular external audits on the fire safety of the office is performed, assessing the employment of fire safety doors, smoke detectors and escape routes.

Internal checks are made on the above on a monthly basis.

3. Communication

All employees are aware of the procedures, and have access to their own copies available at all times. Any alterations to the procedures are noted and all employees are informed of the changes.

4. Procedures

The following procedures are set out to ensure high fire safety standards.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Health and Safety Officers.
- The fire evacuation procedure will be practised 4 times a year (once every season). A record will be kept of the date and the time taken to evacuate the buildings.
- Different scenarios are understood and different fire evacuations are practised for each. Namely if there is a fire in the back of the building, and if it is in the front.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked continuously through the working day.
- Evacuation procedures are kept in the office document folder, and a copy is available to all employees on the share drive.

- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the responsible manager.
- Alarms are checked every 6 months by a suitable contractor and tested regularly.
- Emergency lighting is checked every 6 months by a suitable contractor, accredited fire / lighting checks company and monthly by the Health and Safety Officer or their responsible person.
- All visitors must be logged into the Visitors Book in the admin offices on arrival on site.

5. Emergency Evacuation Plan

- If you discover a fire: Raise the alarm immediately. This can be done verbally informing everyone within the office of where the danger is, and which way to evacuate the building. Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. Assemble all personnel at the fire assembly point.
- If you hear the fire alarm: Leave the building immediately using the nearest available fire exit. Report to the assembly point for a roll call. If you are with a visitor, ensure they accompany you.
- Our Fire Marshall is responsible for calling roll call when outside.
- Call the Fire Brigade via 999.
- Do not attempt to tackle the fire unless it is safe to do so. This particularly applies when the fire lies between yourself and your exit.
- Don't tackle aerosol fires in any situation.
- Don't tackle the fire if it becomes too large or uncontrollable.

6. Further Considerations:

- Ensure someone is waiting at the main site entrance to meet the emergency services. This person should direct them to the fire and also inform of any site-specific hazards that they should be aware of.
- Consider potential environmental impact of emergency actions such as the use of water for firefighting or the release of oil etc. from mobile plant.
- Do not disturb the area of the fire after, until authorised by senior management. It may be subject to inspection by third parties i.e. loss adjusters, police HSE etc.
- The affected area may well be contaminated after a fire. Ensure any waste materials generated as a result of a fire are handled and disposed of correctly.
- Ensure any emergency equipment such as fire extinguishers are replaced.

7. Reporting / Notification

- The Site Manager must inform the **Principal Contractor** on site and also the **UK REMEDIATION Project Management Team on 0117 9244990**. A team member shall then notify all other necessary third parties including the **Environment Agency on 0800 80 70 60** if necessary.
- As soon as possible after the incident, the Site Manager shall complete CR-10-002 Accident / Incident Investigation Form and CR-10-009 Incident Report Form.
- If the fire resulted in personal injury or damage to property the Site Manager shall also have to complete the accident book and if a RIDDOR has occurred then notify the Managing Director, **Richard Dalton on 07850 174643**.