


**SCOPE**

This procedure is to inform all employees of their role & responsibility in the event of a fire alarm evacuation and details how the needs of disabled people who may require support in leaving the building.

The fire and ammonia alarms are both tested across all shifts each Tuesday.

**PROCEDURE APPROVAL**

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Mark Gartshore	Operations Director		14/1/19

**PROCEDURE APPROVAL**

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Tim Proudlove	General Manager		14/1/19

**REVIEW PERIOD: 24 MONTHS**

Electronic Master – All Hard Copies are non-maintained

**CONTENTS**

- 1 Responsibilities
- 2 Health, Safety And Environmental Precautions
- 3 Procedure
- 4 Disabled persons
- 5 Training
- 6 Document control
- 7 Appendices
  - A Emergency Response Kit Inventory
  - B Map of Fire Assembly Points
  - C Red Memo Fire Incident Report
  - D Fire Evacuation Co-ordinators Roll List Call Register

Note: Red text denotes recent changes from previous version

---

## 1 **RESPONSIBILITIES**

### 1.1 **Operations Director**

- To ensure the site has suitable arrangements to facilitate a safe and efficient evacuation of the premises in the event of a fire.

### 1.2 **Site Operations Manager**

- Facilitate the monitoring of practice fire drills are carried out at least once per year,
- To ensure prompt investigation is carried out after each evacuation, to be completed within 24hrs.
- Facilitate Crisis Management procedure in the event of a fire (as necessary).

### 1.3 **Personnel Manager**

- Ensuring the Fire Evacuation procedure is communicated to all on site.

### 1.4 **Area Managers**

- Ensuring the evacuation procedure has been communicated to all employees in their department.
- Ensuring their staff are knowledgeable of the Fire Evacuation Procedure, the sound of the Fire Alarm and the location of their Fire Assembly Point.

### 1.5 **Team Leaders**

- Confirm that their work area is clear of all personnel.
- Undertaking a roll call of their team including any agency staff.
- Report to the Roll Call Coordinator that their area is clear of all Staff, including agency staff.
- **Ensure their teams remain calm and attentive at their designated Fire Assembly Point.**

### 1.6 **Nominated Fire Evacuation Coordinator (Hierarchy of)**

**The roll of Fire Evacuation Co-ordinator is to be fulfilled as per priority order stated below, regardless of shift (AM / PM / Nights).**

- 1 High Care Area Manager or Deputy
- 2 Low Risk Area Manager or Deputy

**Note: The Fire Evacuation Duty Rota Board sited on the wall adjacent to reception identifies the Fire Evacuation Co-ordinator, the Register Co-ordinator and the Duty Engineer available on the day. This is updated by those individuals on a daily shift by shift basis.**

**Fire Evacuation Coordinators** are responsible for:

- Reporting to Reception and collecting the "Fire Kit" when the alarm sounds.
- On leaving site the "outgoing" designated Fire Evacuation Coordinator handing over to the "incoming" designated person, the Fire Evacuation Coordinators Badge and updating the board in reception accordingly.
- Designating a Register Coordinator if an evacuation occurs.
- Wearing a Yellow Hi-Viz coat marked Fire Co-ordinator to indicate their role which is located in the "Fire Kit".
- Positioning themselves near reception.
- Authorising an investigation into the cause of the Fire Alarm. Note: A minimum of two people are required to conduct the investigation, one of which must be an Engineer and they must have radio contact with each other and the Fire Evacuation Coordinator.
- Instructing Security to contact the Fire Service if a fire is confirmed.
- Communicating with the Fire Service on their arrival and informing them of the emergency, the known situation and the status of the roll call.

- If the alarm is found to be false, authorising the silencing and resetting of the Fire Alarm Panel by an Engineer. (In the event of a fire the Fire Service will be responsible for the silencing and resetting of the alarm).
- Informing security to stand down and return to normal activities.
- Immediately informing the Production Director and the Finance Director (Procedure Owner) of the emergency whether they are on or off site if a fire has been confirmed.
- Completing the "The Red Memo" and issue copies to; the Managing Director, the Production Director, the Finance Director, the Engineering Manager and any other relevant manager to the incident at hand before the end of the shift.
- Officially standing down the emergency and informing the Team Leaders to direct their staff to return to work in accordance with the company Hygiene procedure.

### **The Register Coordinator**

The Register Coordinator, (an Operations Area Manager or other trained person designated by the Fire Evacuation Coordinator on the board in reception) is responsible for:

- Immediately going to reception and putting on the Register Co-ordinators Yellow Hi - Viz Coat.
- Wait at the front of the building for roll call information and collate the results on the appropriate document.
- Ensuring all employees, agency workers, contractors and visitors (including delivery drivers) are accounted for.
- Completing the roll call log.
- Informing the Fire Evacuation Co-ordinator of the Roll Call result.

**Note: Between 17:00 hrs- 06:00 hrs the Fire Evacuation Co-ordinator will collect the Staff register and Visitors and Contractors signing in books from reception.**

**Security** are responsible for:

- Recording the time the alarm sounded and contacting the Fire Service on instruction from the Fire Evacuation Co-ordinator or after a period of four minutes has exceeded after the initial sounding of the evacuation alarm and no instruction has been given by the Fire Evacuation Co-ordinator.
- Dial 9- 999 and ask for the "Fire Service" quote the following details:
  - Name of company: Saladworks
  - Address: Oak Spinney Park
  - Ratby Lane
  - Leicester Forest East
  - Leicester
  - LE3 3JZ
  - Telephone No: 0116 232 4326 (Direct Line to Security)
- Maintaining contact with the Fire Evacuation Co-ordinator using the Radio set to Channel 1
- Preventing all access and egress from site
- Inform Blueberry Foods Reception (01162 316700) of alarm status
- Maintaining clear access for the Emergency Services
- Directing the Fire Service to the Fire Evacuation Co-ordinator on arrival at site

**Personnel including Receptionist (Between the hours of 08:30 hrs and 17:00 hrs Monday - Friday)** are responsible for:

- Switching the telephone system to night service.
- Taking the IN/OUT Register and Visitor sign in book to Assembly Point 1
- Take out the Critical Management folder for reference.
- Undertaking a roll call for those using the Staff Register and Visitor sign in book.
- Informing the Register Co-ordinator of these roll call results.
- Returning to designated Assembly Point
- Ensuring the Fire Emergency Kit is maintained and ready for use at all times. (See Appendix A Emergency Response Kit Inventory)

**Engineering Manager or Deputy** are responsible for:

- All Contractors working on site and that they are to assemble in their designated compound for role call in the event of an emergency evacuation.
- The contracting supervisor to undertake a roll call and report findings to the Host and on to the Fire Evacuation Co-ordinator.
- Establishing and implementing a scheduled inspection of all electronically secured doors to ensure they are released when the evacuation alarm sounds.

**Nominated Engineers** are responsible for:

- Immediately checking the Fire Alarm Panel and providing the Fire Evacuation Co-ordinator with as much information as to the possible cause and location of the alarm.
- Investigating the cause of the alarm if instructed by the Fire Evacuation Co-ordinator.
- Ensuring the fire alarm log book is completed with all relevant information of the alarm recorded and signed off.

**Other Engineers** are responsible for:

- Attending roll call.
- Any Engineer that does not receive a nominated task during this event is to stand at Fire Assembly Point 1 and wait for further instruction.
- **Note: Engineers who may find that they are working in the vicinity of the alarmed area, should make their location known to other engineers and the Fire Evacuation Co-ordinator. and may be given instruction by radio. Clear radio communication is vital, so strict radio procedure discipline is to enforced at all times.**

**Contractors**

- **It is the signatory Host of all Contractors on site, to take responsibility for the Contractor during an alarm.**

**First Aiders** are responsible for:

- Attending Roll call. This is a separate role call to their department of work.
- Assembling at the First Aid room door at the earliest opportunity in readiness to support the Fire Evacuation Co-ordinator in managing the emergency.

**Agency Staff Co-ordinator** is responsible for:

- Ensuring all Agency Staff have been briefed and understand the Fire Evacuation Procedure.
- Know where the Fire Emergency Exits are.
- Know the location of their designated Fire Assembly Point
- Providing the Team Leaders with accurate fire registration sheets for each shift
- Providing the Register Co-ordinator with the total number of agency staff on site (whilst the Agency Staff Co-ordinator is on site).

**All employees, including Agency Staff and Contractors** are responsible for:

- On hearing the Fire Alarm, immediately vacating the building (including smoking shelter), without stopping for any personal belongings, and exit the bakery by the shortest and safest means before making their way to their designated Fire Assembly Point.
- The Lift must not be used.
- All staff are to stand quietly in orderly groups by Line or Department.
- All staff are to respond to their roll call.
- Once accounted for, ALL staff are to remain in an orderly manner with their team at their designated fire assembly point.
- **DO NOT RE-ENTER** the building until instructed to do so by the Fire Evacuation Coordinator.
- All staff are to wait calmly at their assembly point until receiving further instructions.
- **Note: Any person on site but not clocked in must report to their normal assembly point.**

**Disabled Staff**

- The Manager / Host of a disabled person shall be responsible for the safety of disabled visitors and staff at all times.

- **HEALTH, SAFETY AND ENVIRONMENTAL PRECAUTIONS**

In all circumstances staff must only re-enter the Bakery under the direction of the Leicestershire Fire and Rescue Service or the Fire Evacuation Co-ordinator.

Fire extinguishers are provided adjacent to Fire Exits and at other strategic locations for the purpose of providing safe egress from the building. If a Fire Extinguisher is used to extinguish a small fire, even though the evacuation alarm may not have been activated, the Fire Evacuation Co-ordinator must be informed at the earliest opportunity to enable timely response to an investigation into the cause of the fire. In addition the Engineering Department should be informed to organise the replacement of a fully charged Fire Extinguisher.

Only trained and authorised personnel are to operate Fire Extinguishers.

Fire Extinguishers are maintained annually and Emergency Fire Doors are checked during monthly Area Manager's inspections to ensure access and egress routes are clear.

Signage is compliant with legislation and visible from all areas of the factory.

Doors that are locked by electronic (fobbed) locks release in the event of a fire alarm. In the event that these doors do not unlock there is a emergency break glass located next to each door.

## 1. PROCEDURE

### 1.1 If a Fire is discovered

#### 1.1.1 Raise the alarm

Staff are to raise the alarm by breaking the glass in one of the break glass points situated near Fire Exits and at other designated locations. The alarm is a pulsed audible siren.

#### 1.1.2 Evacuate Building

Having activated the alarm the individual will then calmly evacuate the building via the nearest available Fire Exit. If possible, closing and doors on leaving.

#### 1.1.3 Assembly Point

On arrival at the designated assembly point the individual raising the alarm is to immediately inform the role call leader of their actions with details of the fire location and its condition. e.g. observed smoke, heat, flames etc.

### 1.2 Action on hearing the alarm (a pulsed audible siren)

#### 1.2.1 Stop Work

With the exception of those with specific evacuation response duties, all other personnel within the building should stop whatever they are doing, switch off machinery and equipment (not including computers), unless damage may occur as a result of the action, and leave the building.

### **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

#### 1.2.2 Evacuate Building

Walk to the nearest available safe Fire Exit and leave the building. If staff are using other facilities such as the Restaurant or the smoking shelter at the time the alarm is activated they are to immediately vacate these areas.

### **1.2.3 Assembly Points**

All staff are to proceed to their designated Assembly Point as shown on the diagram in Appendix B and await further instructions.

First Aiders are to assemble outside reception where their role call will be taken by the Roll Call Co-ordinator and be at the disposal of the Fire Evacuation Co-ordinator.

Visitors and Contractors are to attend for roll call at Assembly Point 1 in the Car Park adjacent to the main office.

Drivers of delivery / distribution vehicles are to leave their vehicles; ensuring emergency vehicle access is not restricted and report to security, who will undertake a roll call and inform the Register Co-ordinator of the results.

No one must attempt to re-enter the building until they have been authorised to do so by the Fire Brigade or the Fire Evacuation Co-ordinator.

**In the event of fire damage to the building or injuries being sustained, the Senior Management must be informed immediately.**

## **1.3 False Alarms**

All alarms are to be treated as a full-scale emergency. Any one inadvertently triggering the alarm must report the incident to the Fire Evacuation Co-ordinator who will then confirm the situation and declare a false alarm, inform Security and the Team Leaders, who can then return their teams to work.

If the Fire Alarms are activated and known to be false, security will inform the Fire Service only if they have already called for their assistance.

The Fire Service may still send an appliance to the site; the Fire Evacuation Co-ordinator and Duty Engineer will meet the Fire Brigade and inform them, of the situation.

### **1.3.1 Evacuate Building**

The alarm signals will be left activated and the evacuation will continue until the Fire Service or Fire Evacuation Co-ordinator officially announces the alarm false. The evacuation will then be stood down and the alarm reset.

### **1.3.2 Inform Fire Service**

The Fire Evacuation Co-ordinator will inform the Fire Service that the alarm is false via Security.

### **1.3.3 Silence Alarm**

The alarm will only be silenced by the Duty Engineer on instruction from the Fire Service Officer or the Fire Evacuation Co-ordinator.

### **1.3.4 Reset Panel**

The alarm panel should only be reset by the Duty Engineer after instruction from the Fire Evacuation Co-ordinator or the Fire Service, if they are in attendance.

## **2. DISABLED PERSONS**

### **2.1 Personnel / Visitors unable to walk unassisted**

Consideration must be given to those people coming to site who are unable to walk unassisted such that they can be evacuated efficiently. Whenever possible this arrangement will be made for all business to be conducted on the ground floor.



**2.2 Personnel / Visitors with seriously impaired vision or hearing**

In the case of personnel whose sight is impaired such that they could not effectively egress the building unaided, the host, or designated person, must provide the support by leading them to the appropriate assembly point.

The employees Manager must ensure:

- o Someone has been appointed to accompany the individual
- o The individual concerned knows who the appointed person is.
- o The individual does not become a lone worker.

**TRAINING**

All site personnel are to be instructed in the fire evacuation procedure and take part in practice drills.

Individuals with specific roles and responsibility will be respectively trained to understand what they are required to do and when.

**3. RECORDS RETAINED**

Record Title	Record Type	Storage Point	Retention Period
Fire Emergency Training	Electronic	Personnel	1 year after end of employment
Fire Alarm Test Log	Hard Copy	Site Services	2 years
Fire Incident Log	Hard Copy	Production Director	2 years
Fire Evacuation Investigations	Electronic Copy	Production Director	2 years
Fire Extinguisher Inspection Log	Hard Copy	Site Services	2 years

**5 DOCUMENT CONTROL**

Note: Red text denotes recent changes

Issue	Date	Reason
1	13/08/2009	New Document
2	06/01/2010	Minor updates/clarification
3	25/03/2010	Reallocated Fire Assembly Points
4	13/05/2010	Inclusion of Contractors working under CDM controlled Projects
5	17/11/2011	Appendix 2 - To Cook Moved from assembly Point 3 to Point 2
6	8/03/2012	Reflects use of FEC Badge and updating FEC Board in Reception
7	15/03/2012	Refers to checking release of electronically secured doors
8	24/05/2012	Modification to inspection of electronically released doors.
9	23/8/2012	Amendment to circulation of Red memo and inclusion of the list of Electronically Fobbed Doors
10	22/08/2016	Fire Evacuation review
11	22/09/2017	Inclusion of communication with Yard Safety Man
12	30/07/2018	Introduction of central email notification to key Staff
13	15.04.2019	Amended responsible persons, added yard supervisor
14	21.10.2019	Amend General Manager post and add Vegan Line

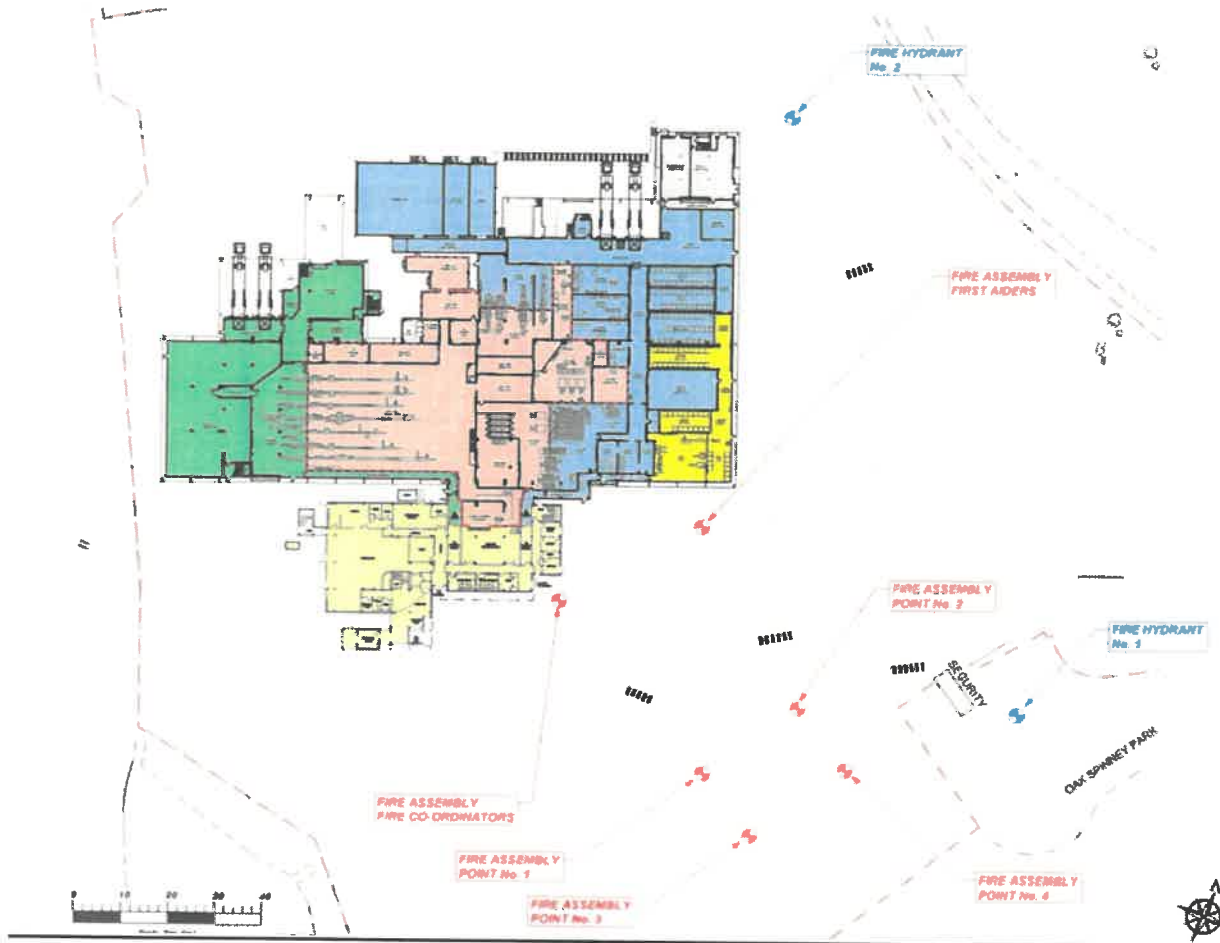
**Appendix A**

**EMERGENCY RESPONSE KIT INVENTORY**  
**(Held in Reception)**

- 1) Fluorescent Yellow
  - a. "Fire Evacuation Co-ordinator" coat
  - b. "Register Co-ordinator" coat
- 2) First Aid Kit
- 3) Red Memo "Fire Incident Report" forms on Clipboard with pen
- 4) Blank Roll Call Check Sheets on Clipboard  
(Issue to the Roll Call Coordinator)
- 5) Radio hand set – set to channel 1
- 6) Copies of factory plans detailing location of all High Risk and Utility areas:
  - a. Gas
  - b. Electricity
  - c. Water mains
  - d. Ammonia
  - e. Chemical Storage
  - f. Gas bottles
  - g. Areas with Explosion Risks



Appendix B



## Fire Assembly Points

(For all employees, including agency staff and contractors)

### **Fire Assembly Point 1**

Senior Managers / Office Staff / Receptionist / Area Managers / Development Kitchen / Unique Catering / Engineers / Contractors and Visitors/QA/ Hygiene

### **Fire Assembly Point 2**

Intake, Low Risk and LR Cookhouse

### **Fire Assembly Point 3**

High Care and HC Cookhouse

### **Fire Assembly Point 4**

Despatch

**Appendix C "RED MEMO" Fire Incident Report**

This form **MUST** be completed by the Fire Evacuation Co-ordinator and Duty Engineer every time the Fire Alarm is activated. The only exception to this is a test.

Instances not requiring evacuations must still be recorded and relevant sections should be marked 'not applicable'.

**Note:** the building should be evacuated within a MAXIMUM TIME LIMIT OF 4 MINUTES.

**Copies of this report to be distributed by email to:- Fire alarm incidents @ Saladworks. Co. uk**

Name of Fire Evacuation Co-ordinator..... Signature.....

Name of Duty Engineer..... Signature.....

Date of Fire Alarm .....

**1. Details of Fire Alarm and Fire Brigade**

Time of Alarm	Fire Service Attending	Time Fire Service Arrived	Name of Fire Service Officer in Charge	Time Fire Service Left Site
	Yes/No			

**2. Report - please write a brief report on the cause of the fire alarm and any issues**

**3. Complete this section after the incident is closed.**

The Fire Evacuation Co-ordinator and Duty Engineer are to complete the information listed below:

Details	Time
Time Staff Re-Entered the Building	
Fire Alarm back on line	

**If necessary please use a separate sheet to complete this report.**

**4. Details of the Fire Incident**

How long did it take for the Roll Call to be completed?	
Where was the fire reported to be?	
How was the alarm raised? (smoke detector, panel, break glass)	
Who raised the alarm?	
Which zone was the alarm raised in?	
What was the cause of the alarm being raised? (fire, accident, dangerous occurrence etc)	
Comments from the Fire Officer	
Any Problems encountered?	

**Continue on a separate sheet if necessary:**

**Appendix D**

**Fire Evacuation Coordinators Check List**

This must be completed by the Fire Register Co-ordinator at the time of an evacuation. If persons are unaccounted for take their names and register it under other comments

Area	No. of Permanent Staff	No. Of Agency Staff	Other Comments
Admin/Office Staff			
Visitors			
Contractors			
Delivery Drivers			
SBSC Yard Safety Man (Confirm with Security by radio)			
Yard Supervisor			
Intake			
Low risk Prep			
Low Risk Vegan Line			
Low Risk Cook House			
High Care Cook House			
High Care Prep			
Despatch			
Stores			
Picking			
High Care Line 1			
High Care Line 2			
High Care Line 3			
High Care Line 4			
High Care Line 5			
High Care Line 6			
High Care Line 7			
High Care Batching			
Hygiene			
A la Carte Coordinator			
Security			
<b>Total</b>			

**Note:**  
 When the Emergency is over this completed document is to be passed to the Fire Evacuation Co-ordinator who will forward it to the Health & Safety Coordinator for retention

Name of Fire Register Co-ordinator .....

Signature of Fire Register Co-ordinator.....

Date Roll call taken.....