



SYNERGY FIRE

Fire Safety
Policy

FIRE SAFETY POLICY

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PURPOSE

The purpose of this Fire Safety Policy is to explain the arrangements in place with regards to fire safety and provide guidance on general fire prevention and precautions to ensure the health and safety of those who work at or visit [REDACTED]

BACKGROUND

The Regulatory Reform (Fire Safety) Order 2005 provides general fire precautions and other fire safety duties which are needed to protect relevant persons in case of a fire in and around most premises.

The Managing Director has been identified as the overall Responsible Person for Fire Safety within [REDACTED]. They will be assisted by the Fire Safety Manager in the day-to-day implementation of this. Where additional expertise is required appropriate external experts will be consulted.

PROCESS OVERVIEW

The company will take all steps to prevent or minimise the probability of fire. This will be achieved through a process of risk assessment and risk reduction. Despite these measures, it cannot be assumed that a fire will never break out. Systems must be in place to deal with this eventuality which must be regularly scrutinized to ensure that they are adequate.

Additionally, evacuation plans shall be prepared for the building in order to identify the means of escape and actions to be taken by staff and visitors in the event of a fire or fire alarm. These will be in a clearly visible at the staff entrance.

Fire evacuation drills and the inspections of the means of escape and maintenance of fire warning systems and firefighting equipment will take place regularly.

To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Employees designated as Fire Wardens will be suitably trained and capable of carry out their duties.



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PROCESS OVERVIEW CONT...

For employees who may be at an increased risk from fire due to a disability a Personal Emergency Evacuation Plan should be created with the employee in question by their Line Manager to ensure that suitable evacuation arrangements are in place.

Employees should report any concerns they have about fire hazards to their Line Manager, Fire Wardens, or other responsible person, so that appropriate measures can be taken to eliminate the problem.

FIRE RISK ASSESSMENTS

A fire risk assessment is a methodical, structured examination of the risk to the buildings occupants from fire, taking into account the fire hazards, the means by which the fire hazards are to be controlled and the arrangements for protecting people from any fire, including an assessment of both the physical structures and managerial systems.

At its most basic fire safety and fire risk assessments are based on the principle of keeping fuel sources and ignition sources separate by implementing control measures.

Fire risk assessments are in place these are prepared by an external consultant. The Fire Safety Manager is responsible for ensuring that Fire Risk Assessments are regularly reviewed and kept up to date.

PEEPs

Where there is an employee who may be at an increased risk from fire due to a disability a Personal Emergency Evacuation Plan (PEEP) should be created. PEEPs are formal plans which are written by the employee's Line Manager with the employee to ensure that suitable plans and arrangements are in place to ensure that the employee is able to evacuate from a building in the event of a fire, or fire alarm. Such arrangements might include a buddy system to ensure the employee is informed the fire alarm has activated if they have a hearing impairment.

Those arrangements then need to be communicated with those who play a part within it.



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FIRE DETECTION & WARNING SYSTEMS

Fire detection and alarm systems provide a means of raising the alarm of a fire via either manual call points or a detector.

The Fire Safety Manager is responsible for:

- Daily inspections and weekly fire alarm testing of the fire detection and alarm systems in the buildings.
- Logging daily inspections and weekly fire alarm tests in the Fire Logbook.
- Logging any false or nuisance alarm activations and reporting these to the Fire Safety Manager
- Fire alarm maintenance
- Automatic smoke detection system maintenance
- Emergency Lighting maintenance

The fire detection system will sound the alarm automatically which will initiate an immediate evacuation.

Upon an alarm being raised all persons are to evacuate from the building.

EVACUATION PLANS

The evacuation plan, which in its simplest form consist of written instructions of actions to be followed in the event that a fire is discovered or the fire alarm activates.

The Fire Safety Manager is responsible for preparing these plans in conjunction with each department.

FIRE EVACUATION DRILLS

Fire drills are required to be undertaken at 6 monthly intervals. The Fire Safety Manager is responsible for ensuring that each building which they occupy undertakes these drills and is logged in the Fire Logbook.

The Fire Safety Manager is responsible for ensuring fire drills are scheduled and have occurred.



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MEANS OF ESCAPE

A clear means of escape from a fire to a place of safety is required to be maintained to ensure that people are able to evacuate from a building in the event of a fire.

Items which are prohibited from being stored or kept in a means of escape include: portable heaters, coat and clothing racks, electrical equipment and office equipment such as photocopiers, stock or combustible material such as stationery and the like and any other object which obstructs the route.

Fire doors should be kept closed at all times and not propped or wedged open. Fire doors are not to be locked or fastened in order that they can be easily and immediately opened by any person who may require using them in an emergency.

Final exit doors should be secured by a single locking device i.e. glass bolts, panic bolts (crash bars).

FIRE FIGHTING EQUIPMENT

Suitable fire extinguishers are provided within the building. These are to be used in the event of a fire if persons are confident in their use and it is safe to do so.

The Fire Safety Manager is responsible for ensuring the annual inspection and servicing and the replacement of any used or misused extinguishers takes place.

TRAINING

Upon joining the business and then on an on-going annual basis all employees are required to complete fire safety awareness training. This provides all employees with a basic fire awareness, how to prevent a fire and what to do in the event of a fire.

For those employees who are designated Fire Wardens they will be suitably trained and capable of carrying out their duties. This training will include fire awareness, fire prevention, practical fire extinguisher use, fire alarm panel use and testing and the use of log books, search / building clearance, crowd behaviour in fires.



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FIRE WARDENS

Fire Wardens are trained to assist and support the business in fulfilling its fire safety responsibilities. They are employees who have been designated and trained to carry out duties in the event of a fire, or fire alarm. On a day-to-day basis, Fire Wardens are responsible for undertaking the constant monitoring of the fire safety in the work place.

Fire Alarms

All Fire Wardens in an office location at the time of a fire alarm activation will sweep their agreed/ department areas of the building, evacuating staff and those they come across whilst looking for signs of a fire. They will then meet at the fire alarm panel at the staff entrance if it is safe to do so, to confirm the completion of the sweep and report any signs of a fire.

Confirmed/ Unconfirmed Fires

If there is no confirmed fire and no signs of a fire, department Fire Wardens who are familiar with the building layout, will in pairs, check the fire alarm panel for the zone that has been activated. Whilst maintaining a lookout for a fire or the signs of fire, they will proceed to find the detector or manual call point which has activated and determine the reason for the fire alarm activation. If at any time a fire or the signs of a fire are discovered, or there is any doubt for their own personal safety, they are to retreat and leave the building by the nearest emergency exit.

In the event of a confirmed fire, the Fire Wardens are to call the Fire Service via 999.

If no fire is found and the alarm is deemed to be a nuisance or false alarm activation the alarm is to be reset and detailed within the fire logbook with the Fire Safety Manager being informed.



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FIRE SAFETY MANAGER RESPONSIBILITIES

The Fire Safety Manager is responsible for the oversight of fire safety and the company's compliance with the Regulatory Reform (Fire Safety) Order 2005. The Fire Safety Manager will be responsible for ensuring that:

- An adequate number of Fire Wardens are appointed as necessary.
- All Fire Wardens are given appropriate training, including refresher training every year.
- All staff are given appropriate fire safety training, including refresher training every year.
- Emergency evacuation procedures are in place for all locations.
- All life safety systems are maintained and in full working order.
- Monitor & manage the significant findings from the fire risk assessment

On a monthly basis, the Fire Safety Manager will undertake & record fire safety inspections of the building recording his findings, this will include

- Ensuring Fire extinguishers are undamaged, easily accessible, and easily located.
- Fire exits are easily opened and unobstructed on the outside of the premises.
- Fire escape routes are clearly defined, unblocked and unobstructed.
- Check all fire doors to ensure they are in a good state of repair, close correctly and are not wedged open.
- Ensure all life safety systems are maintained and in a good state of repair.
- Ensure that the levels of readily combustible materials are sufficiently low.
- Ensure correct separation between electrical distribution boards and any readily combustible materials.



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FIRE PREVENTION

Outlined below are the arrangements and measures in place to prevent fires and reduce the risk of them.

House keeping

Management of Readily Combustible Materials

Reducing the amount of potential fuel within the property is a cornerstone of the fire strategy for the site, large amounts of readily combustible materials are stored within the smaller external stores and only the materials required for the days manufacturing process will be within the main production area.

All employees are to take reasonable steps to minimise the accumulation of combustible materials such as paper waste.

Fire Marshals are to maintain a constant vigilance for inappropriately stored materials.

Waste materials are to be removed from the building and disposed of at regular intervals, minimising build-up.

Control of contractors

Where a contractor is engaged the Fire Safety Manager must ensure that contractor's operations and the fire risks associated with such operations are adequately assessed and controlled.

Any "Hot work" defined as burning, welding, brazing, soldering, grinding or cutting work producing sparks carried out by contractors must be authorized under the contractors own "Hot Work Permit" system.

A fire watch is to take place for 1 hour after hot works have been completed, including at break times during the working day.



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FIRE PREVENTION CONTINUED

Electrical Safety

Fixed wiring

Fixed wiring systems are installed and maintained in accordance with the 17th Edition wiring regulations. Fixed wiring will be subject to periodic inspection and testing by competent persons in accordance with the regulations.

Portable Appliances

Portable appliances will be subject to routine inspection in accordance with the guidance set out by the IEE's publication "Code of Practice for In-Service Inspection and Testing", the relevant section of which is reproduced here:

Where employees provide their own electrical equipment such as radios these will be included in the portable appliance testing schedule. All new portable items introduced into sites must be reported to the Fire Safety Manager for inclusion in the appropriate register of appliances.

The Fire Safety Manager will ensure that arrangements are made for the above tests to take place.

Smoking

Smoking is only permitted in designated smoking areas.

