

<b>HEALTH AND SAFETY MANUAL</b>		<b>Section:</b>	<b>F2</b>
<b>Version 2.0</b>	<b>Page:</b>	<b>1 of 5</b>	
	<b>Issue Date:</b>	<b>September 2023</b>	

## **FIRE PRECAUTIONS AND EMERGENCY EVACUATION PROCEDURES**

### **Introduction**

Risk of fire is ever present. Fire could occur at any time, affecting everyone.

This Fire Precaution and Emergency Evacuation plan sets out our procedures and meets our obligations under Regulatory Reform (Fire Safety) Order. The Order outlines the requirements for conducting a risk assessment as well as establishing procedures for raising the alarm and means of escape, when and when not to tackle a fire and the measures needed for safe evacuation of a building in the event of a fire.

### **Risk Assessment**

- ☐ A fire risk assessment will be undertaken by the company on a yearly basis or when the current assessment becomes invalid. Directors are responsible for ensuring this takes place on an annual basis or following changes to the workplace, work practices or for a variety of reasons.
- ☐ As an organisation we recognise that in the event of a fire all persons would be at risk to varying degrees dependent upon where the fire occurred.
- ☐ No fuel/ flammable material may be stored in the building without a suitable assessment and the correct storage arrangements in place.
- ☐ All fire exits are to remain clear and free from obstruction at **ALL** times.
- ☐ All fire exit doors must be capable of being opened in a single movement using one hand during working hours, including any out of hours working.
- ☐ Fire doors to control smoke **MUST NOT** be propped or wedged open.

### **Fire Prevention**

Three things are required to be present for a fire to occur. These are oxygen in the air, a source of fuel and finally a source of ignition. To prevent workplace fires it is best practice to ensure that wherever possible we try and separate the 3 requirements.

- ☐ Both the company and our employees have an obligation to ensure we all work in a workplace that is free from fire and good housekeeping is an important factor in this. To achieve this, all areas should be kept clear of waste, clean and tidy.
- ☐ Waste stores and wheelie bins will be located away from company buildings wherever possible.
- ☐ Employees must be vigilant and report to their Managers all practices/ hazards that could constitute a fire risk.

<b>HEALTH AND SAFETY MANUAL</b>	<b>Section:</b>	<b>F2</b>
<b>Version 2.0</b>	<b>Page:</b> <b>Issue Date:</b>	<b>2 of 5</b> <b>September 2023</b>

## **Nominated Persons**

- ☐ In the event of a fire emergency the following personnel will have special responsibilities.

<b>Duties</b>	<b>Position</b>	<b>Responsibilities</b>
<b>Fire Wardens</b>	(Designated area)	Check their area and ensure it is clear of visitors and staff
<b>First Aid</b>	(Designated area)	Minor injuries

## **Raising the Alarm**

- ☐ Signs indicating how to raise the alarm and action to be taken in the event of fire are located around the building and an example sign is included at the back of this document.
- Any person discovering a fire should immediately raise the alarm (via – Break Glass Points, shouting fire etc.).
- ☐ The fire service should then be contacted by dialing **(9) 999**.
- ☐ Attack the fire using the fire appliances provided only if it is safe to do so. **DO NOT TAKE RISKS**, if you are unsure leave the building by the nearest exit.

## **Action On Hearing The Alarm**

- ☐ The person discovering the fire should call the Fire Brigade. When calling the Fire Brigade, they should state clearly;  

**"Fire at Finborough School, The Hall, Great Finborough, Stowmarket, Suffolk, IP14 3EF."**
- ☐ All staff should isolate electrical equipment if safe to do so.
- ☐ All employees must immediately leave the building by the nearest safe route.
- ☐ Close all doors behind you.
- ☐ Go directly to the designated signed assembly point for your building
- ☐ **Fire Wardens** will check their designated area but only if it is safe to do so, this will ensure that no persons remain in the building.
- ☐ Once the **Fire Wardens** have completed their checks (or otherwise) they will proceed to the assembly point. The details of their findings can then be communicated to the person responsible for the roll call.

<b>HEALTH AND SAFETY MANUAL</b>		<b>Section:</b>	<b>F2</b>
<b>Version 2.0</b>	<b>Page:</b>	<b>3 of 5</b>	
	<b>Issue Date:</b>	<b>September 2023</b>	

- ☐ The senior member of staff present will ensure the roll call has been collected and proceed to take the roll call of both employees and visitors.
- ☐ The senior member of staff present will hand the completed roll call including a list of unaccounted for personnel to the Fire Brigade.
- ☐ **DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO.**

In the case of a fire drill – the authorised person will be the senior member of staff organising the practice. In an actual fire evacuation, the authorised person will be the senior fire officer.

### **Location Of Fire Fighting Equipment**

- It is every employee's responsibility to familiarise themselves with the location and recommended use of all fire appliances in their departments.
- ☐ Any member of staff who uses a fire extinguisher must report this to their manager so that a replacement can be obtained.
- ☐ It is a disciplinary offence for any employee to willfully tamper or misuse any fire appliance.

### **Means Of Escape**

- ☐ All Fire Exits are clearly marked and must be kept free from obstruction both inside and out. Managers / Supervisors are responsible for conducting weekly checks on fire exit doors and escape routes are free from obstruction and operating. A record of these checks will be recorded on a weekly monitoring form contained in the health and safety manual.
- ☐ Employees must leave the building by the safest exit away from the source of the fire.

### **Assembly Point**

- ☐ The fire/emergency evacuation assembly point is the car park.
- ☐ Signs indication how to raise the alarm and action to be taken in the event of fire along with the assembly point location are located around the building and an example sign is included at the back of this document

<b>HEALTH AND SAFETY MANUAL</b>	<b>Section:</b>	<b>F2</b>
<b>Version 2.0</b>	<b>Page:</b> <b>Issue Date:</b>	<b>4 of 5</b> <b>September 2023</b>

## **Testing And Maintenance**

- ☐ In accordance with best practice the fire alarm system will be tested on a weekly basis from call points in rotation. A record of all tests will be kept in the fire alarm test log.
- ☐ The company will ensure that test dates will be communicated in advance either by email or notice board to prevent confusion with the exception of fire evacuation drills where no notice will be given.
- ☐ It is important that the Fire Alarm Test (Function) Log is completed on each occasion that the alarm is sounded.
- ☐ As a company we will ensure that the fire alarm is regularly maintained and that appropriate records are held as proof of this.
- ☐ All firefighting appliances and fire alarms will be maintained by a competent contractor on an annual basis.

## **Training**

- ☐ Individual training will be given locally by your manager or for Fire Wardens via Park City Consulting recommendation.

## **Further Information**

For further information or help with this document or any other contained within the company Health and Safety manual please contact Park City Consulting on 01206 752100.

# FIRE ACTION

## Any Person discovering a fire

1. Raise the alarm.
2. Call the fire service on 999
3. Attack the fire if safe to do so using the extinguishers provided.

## On hearing the fire alarm

4. Leave the building by the nearest safe exit.
5. Close all doors behind you.
6. Report to the fire assembly point located at: -

The Car Park



**Do not take risks.  
Do not stop to collect any belongings.  
Do not return to the building for any reason  
until you are authorised to do so.**