

## Fire Safety Policy

This policy is written as an extension of the health and safety policy and will provide guidelines to help ensure that management of fire risk at all our premises will be undertaken in such a way as to prevent injury or ill health and are legally compliant. We are committed to provide, so far as is reasonably practicable, a safe and healthy environment at all locations for all our employees, contractors, customers, visitors, and any others who may be affected during our business activities.

Our standard is to comply with all relevant legislation, regulation and rules concerning the safe and healthy operation of our business, while ensuring as a minimum legal compliance, we aim to continually improve our health and safety performance and minimize accidents and work-related ill-health.

Unfortunately, it cannot be assumed that fire will never break out. To address this eventuality, we will ensure the following:

- 1) Appropriate policies, procedures and audit protocols are in place and reviewed periodically. Where appropriate, we will ensure effective liaison with the local fire authority.
- 2) An appropriate system for carrying out fire risk assessments is in place. In addition, we will undertake to carry out a suitable and sufficient fire risk assessment at all our premises.
- 3) Any action plans, fire precaution and evacuation procedures, resulting from the fire risk assessment, are identified and implemented and reasonably practicable control measures for controlling the risk from fire are implemented and/or maintained.
- 4) Regular fire evacuation drills (every 6 months) and testing of emergency equipment, as well as regular fire safety inspections will be conducted. In particular, regular inspections are carried out on control measures to ensure their continued effectiveness. Also, audits are carried out periodically to ensure the effectiveness of control measures.

Individual employees are encouraged and expected to take personal responsibility to ensure that appropriate practices are correctly implemented at all times. They will participate as requested in the fire risk assessment process and will ensure they comply with arrangements made to control risks from fire hazards. Also, employees should report any fire risk management concerns to their manager, so that appropriate action can be taken.

Each individual location must develop local arrangements consistent with local operating conditions, the following fire emergency procedure guidance, and incorporate them within their health and safety management system.

- a) The safety of life shall override all other considerations, such as saving property and extinguishing the fire.
- b) All employees must be given suitable instruction in basic fire prevention measures. Any employee(s) involved in processes or activities that give rise to special fire hazards such as kitchens, and areas such as plant, boiler rooms and where hot works are involved must be given appropriate training in the avoidance of fire.
- c) Any employee discovering a fire (however small) should immediately raise the alarm at the nearest available fire alarm point by the appropriate method (i.e., operation of a break glass manual call point).
- d) All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. We will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
- e) When the alarms sound, evacuation procedures must commence.
- f) As a rule, all firefighting should be left to the professionals, i.e., the Fire and Rescue Service. Any attempt to fight a fire with the fire-fighting equipment available would only be relevant for authorised trained staff (fire marshals), where the fire was of a very small nature or impinging on an exit route. **The first priority is to raise the alarm and evacuate.**
- g) All occupants, on evacuation, should proceed and report to the pre-determined designated assembly point(s).
- h) Re-entry to the building is strictly prohibited until the Fire and Rescue Service officer in charge (if in attendance) or the Incident Controller declares it is safe to do so.
- i) Following an actual fire, the building may be contaminated with products of the fire, which may be carcinogenic. It is important that exposure to these is assessed and managed.
- j) Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.
- k) At all times during the emergency, employees and others should comply with all instructions given to them by the Fire and Rescue Service officer in charge (if in attendance) or the Incident Controller.

Employees working from home must also ensure that their home is also a fire-safe environment. Particular attention must be paid to working and tested smoke alarms, electrical safety including not overloading sockets, as well as gas safety and carbon monoxide from appliances such as boilers and cookers at home. The day-to-day implementation of this policy is delegated through every level of the organisation detailed in the health and safety manual.

The undersigned endorse this fire safety policy.

Signed: \_\_\_\_\_

Name: Matthew Nolan

Position: Managing Director

Date: 4<sup>th</sup> of May 2023