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Introduction

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the **Regulatory Reform (Fire Safety) Order 2005**

The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question.

Fire Risk Assessment (How to complete)

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. During the assessment and evaluation of the findings you should bear in mind the following.

Significant Findings:

Upon completion of the fire risk assessment, the significant findings should be recorded (Section 20). The significant findings should include:

- a record of the protective and preventative measures already in place to control the risks;
- what further action, if any, needs to be taken to reduce risk sufficiently;

Review and Revision

The assessment should be reviewed or revised following any of the following:-

- *Any significant change of work practices*
- *Any significant change in staff levels*
- *Any structural or material alteration to the premises*
- *Any near miss or fire*
- *Reviewed at least annually*

1 Premises Particulars

Specify the following particulars:-

- *Name and Address of Premises:*
- *Use of Premises:*
- *Owner/Employer/Person(s) in Control of the Workplace:*
- *Telephone Number:*
- *Date of Risk Assessment:*
- *Date of Review:*
- *Name & relevant details of the person carrying out the Fire Risk Assessment:*

2 Provide a general statement of policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

Example: -

"It is the policy of (employer/company/etc.) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements."

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises Name Alpha Enterprises

Address Gwalia House
Heol y Mynydd
Aberfawr SA12 3AB

Tel no: (01234) 456 789

Use of Premises

Offices

Owner/Employer/Person in control of the workplace

Mr Smith Owner and Employer

Date of Risk

Assessment 1st July 2008

Date of

Review 1st July 2009

Name & relevant details of the person who carried out the Fire Risk Assessment

Mr Jones (Company Health & Safety Advisor)

2 GENERAL STATEMENT OF POLICY

Statement:

It is the policy of Alpha Enterprises to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and to fire safety and will comply with all statutory requirements.

The company policy is that all staff will evacuate the building whenever the alarm sounds and that only persons trained in the use of extinguishers will fight a small fire if safe to do so.

3 Management Systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

- **Planning** – *How the employer proposes to complete the Fire Risk Assessment and determine priorities in eliminating any hazards and reducing risks to persons*
- **Organisation** – *How the organisation is structured. To include how Health and Safety information is communicated to all employees, and what their involvement has been in complying with all aspects of the Fire Risk Assessment*
- **Control** - *Identify the people (at all levels) who may have responsibility for carrying out the Management of Health and Safety issues throughout the workplace.*
- **Monitoring** – *Identify how the employer will measure the success of the Health and Safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.*
- **Review** – *Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.*

Commentary:

The Fire Safety Management plan is contained within the Health & Safety file and is kept in the Health & Safety Advisors office. A schematic is attached.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the employer has made the Health & Safety Advisor responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.

This person will be responsible for:-

- Deciding the fire safety protective and preventative measures
- Informing other responsible persons what they are
- Ensuring they are implemented and communicated to other employees
- Ensuring co-ordination between other responsible persons

Fire Safety will be an agenda item for the weekly managers meeting.

The other responsible persons are shown on the schematic (attached).

They will be responsible for the fire safety measures as shown.

The Health & Safety Advisor will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

4 General description of the premises

Give a general description of the premises and the use to which it is put
Include the following details:

- *Construction detail of the premises (i.e. Brick/Timber/Concrete)*
- *Approximate age of premises*
- *Times in use*
- *Total number of persons employed in the premises at any one time*
- *Total number of persons who may resort to the premises at any one time*
- *Size of the premises (Length and Width and/or area)*
- *Number of floors and staircases*

5 Fire Safety Systems

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(e.g. Fire alarm break- glass system to British Standard 5839, escape lighting to British Standard 5266)

If none are to be provided briefly state the reasoning for that decision.

(e.g. Small open workshop, only three people at any one time, clear visibility, word of mouth sufficient to raise the alarm).

4**GENERAL DESCRIPTION OF PREMISES***Description:*

The building comprises of an old, large, converted house, brick built with slate roof. (Built in 1930)

The premises are considered to be of low risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

The building has one internal stairway which is protected by fire resisting walls, partitions and doors.

It has one external escape staircase leading from the second floor via the first floor to ground floor.

There is no private accommodation within any part of the premises.

Occupancy

Times the Premises are in use: 8.00 am to 8.00 pm

The Total Number of persons Employed within the premises at any one time: 23

The Total Number of persons who may resort to the premises at any one time: 30

Size

Building footprint (Metres x Metres): 30 x 20

Number of floor 3 + basement

Number of Stairs: 2

5**FIRE SAFETY SYSTEMS WITHIN THE PREMISES**

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Manual call points alarm system to BS 5839.

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Non-maintained to 3 hours complying with BS 5266.

Other: (i.e. Sprinkler system to LPC rules BS 5306)

None

6 Plan drawing

To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show :-

- *Escape routes,*
- *number of exits,*
- *number of stairs,*
- *fire resisting doors,*
- *fire resisting walls and partitions,*
- *places of safety etc.*
- *Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.*
- *The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)*
- *The location of emergency lights (to include hand held torches if provided)*
- *The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers, etc.)*

7 Identify Fire Hazards within the Area/Room/Floor

(page 28 - Employers Guide)

Consider any fire hazards within the area/room/floor:

- **Ignition sources**

Smoking materials /matches, lighters etc.

Naked flames /hot work processes,

Fixed /portable heaters,

Boilers /engines /machinery,

Cooking,

Lighting equipment,

Friction /sparks,

Arson,

- **Fuel Sources**

Flammable liquids /solvents /oils etc,

Chemicals,

Wood /paper /cardboard etc,

Plastics /rubber /foam,

Furniture and furnishings,

Flammable gases

Textiles,

Display materials,

Waste materials,

- **Work Processes**

Can any fire risks identified be removed, replaced or reduced?

- **Structural Features** *(page 52 - Employers Guide)*

Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

Sources of Ignition:

The ignition sources are those typically found office premises. There are no significant ignition sources within the workplace. Smoking is not allowed in the building. There is a small microwave for reheating meals and a toaster in the staff room and they are PAT tested annually. Staff have been instructed to never leave the toaster unattended when cooking toast.

Sources of Fuel:

The sources of fuel are those typically found in office premises. Majority of the work is completed on computers so there are not vast amounts of paper. Paper for printers etc. is stored away in stationary cupboard which is kept locked. Waste paper bins are emptied every night and the waste stored outside away from the building in metal bins which are chained to a secure fixture. All office furniture complies with the relevant British and European standards. The gas main cut-off is clearly marked in the reception area.

Work Processes:

The work processes are typical for an office premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment and carries out PAT testing. There is a service level agreement with an outside contractor to service all IT equipment. The company policy is the close down all electrical equipment at night. There is a lone worker policy in place and anyone working alone has to have a mobile phone with them and must sign the book in reception.

Structural features that could promote the spread of fire:

This is an old building built around 1930.

All services and compartments are adequately fire stopped and there are no voids or false ceilings.

8 People who would be at Risk from Fire

(page 10 – Employers Guide)

Consider:

- *Employees*
- *Visitors / Customers*
- *Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired*
- *Other persons in the premises if the premises are multi-occupied · Varied working practices (i.e. areas of your premises occupied when others are not)*
- *Areas where employees/others are isolated*
- *Contractors*
- *Persons who may be asleep in your premises*

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:

Employees are distributed throughout the building.

Visitors and contractors are signed in at reception. They are always accompanied by an employee who will brief them on the fire evacuation procedures. Employees are made responsible for their guests during any evacuation. Where visitors are identified as having disabilities that would prejudice their evacuation, the workplace manager is informed and measures put in place to ensure their evacuation in the event of fire.

A staff evacuation roll call is always taken when the alarm has sounded and staff have been informed it is a disciplinary matter to be in the building without having signed in with reception.

There is a basement to the building but this is used purely as a deposit/retrieval storage area. No persons actually work in the basement.

At the present time there are no employees with disabilities or other impairments that would hamper their escape in the event of fire.

Some employees work late and may find themselves isolated in parts of the building during these times. Cleaning staff who work after normal working hours may also be isolated in the building. The cleaning staff have been instructed to unlock all fire exits on arrival and secure them when leaving after completing their cleaning work.

9 Means of Escape – Horizontal Evacuation

(pages 15, 41, 44 - Employers Guide)

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question.

Consider: -

- How fire hazards are controlled within the area/room/floor
- The need to control and monitor the number of occupants
- The number of occupants in the area/room/floor and their familiarity with the premises
- The likely spread of fire
- The time it would probably take to escape (2-3 minutes?)
- In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?
- Travel distances (page 47) How far to the nearest exit?
- Definition and number of escape routes (pages 46,53) Easily identified and available at all times?
- Number and widths of exits (pages 48, 52) Sufficient to evacuate all occupants quickly and easily?
- Inner rooms situations (page48) Is there exit only available through another room?
- Corridors (page49) Do they need to be protected by fire resisting walls and doors?
- Dead-end conditions (page49) Is there only one way out?
- Door openings and door fastenings (page 53) Can door(s) be opened easily without the use of a key?
- Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?
- Housekeeping (pages 20, 53) Is there storage of combustibles or obstructions in escape routes?
- Sufficient number of stairways (page 50)
- Provisions for people with disabilities (pages 19, 69) Deaf, Blind, Mobility issues or special needs etc

10 Means of Escape – Vertical Evacuation

(page 50 - Employers Guide)

Consider: -

- Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
- Are the stairways wide enough to get all occupants out of the premises? (including disabled persons)
- Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking in to account the fire hazards present)?
- Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)

Commentary:

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of fire. There are no dead-end conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees due to the working practices of the building.

It is anticipated that all employees and persons resorting to the building would have evacuated the building before any escape route becomes untenable.

All door fastenings can be easily opened at all times when the building is occupied and all escape routes lead to a place of safety.

All escape routes, both internal and external are covered by Emergency Lighting.

Commentary:

Second Floor - There is both an internal stairway and external Fire escape serving the second floor. This is adequate as the second floor is used for office accommodation and storage.

First Floor - There is both an internal stairway and external Fire escape serving the first floor. This is considered adequate for means of escape from the first floor.

Basement - There is a single stairway serving the basement. This is adequate as the basement is used as a deposit/retrieval store. Whenever staff go into the basement they have to let reception know.

Overall - There are sufficient stairways in the premises for means of escape.

11 Fire Safety Signs and Notices (page 54, 60 - Employers Guide)

- *Do all fire safety signs comply with the current standard (pictogram – symbols)?*
- *Are there sufficient fire exit signs on the escape routes?*
- *Are internal fire resisting doors indicated with “Fire Door-Keep Shut” notices?*
- *Are internal fire resisting doors to cupboards indicated with “Fire Door –Keep Locked Shut” signs?*
- *Where necessary are fire exit doors marked with “Fire Exit-Keep Clear” notices? (outside face)*
- *Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”?*
- *Are general fire action notices displayed stating what to do in a fire situation?*
- *Is fire-fighting equipment indicated?*

12 Fire Warning Systems (pages 14, 38 - Employers Guide)

- *Is there a suitable fire warning system to alert occupants in the event of a fire?*
- *If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.*
- *Can all occupants be alerted when the alarm when it is sounded? (Including persons with hearing difficulties)*
- *Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner rooms situations, mezzanine floors?*

13 Emergency lighting System (page 55 - Employers Guide)

- *If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent Street lighting through external glazing, may be considered)*
- *Areas of the premises with no natural light (internal spaces) should be provided with escape lighting.*
- *If the premises are large and/or complex an escape lighting system should be installed to the current British Standard.*
- *Where the premises are small a number of hand held torches strategically located may be sufficient?*
- *When operated is there sufficient illumination for occupants to see the external escape routes clearly?*
- *Does the system operate on sub-circuit failure?*
- *Is there sufficient illumination at changes in level and changes in direction?*
- *Is there sufficient illumination to show fire exit doors and their operation?*
- *Is there sufficient illumination to show fire alarm call points and fire fighting equipment?*

14 Fire Fighting Equipment (pages 16, 58 - Employers Guide)

- *Is there sufficient fire fighting equipment provided for the area/room/floor?*
- *Is the fire fighting equipment appropriate for the risks?*
- *Is the fire fighting equipment simple to use?*
- *Has a competent person checked fire extinguishers within the last twelve months?*
- *Does it conform to a standard?*
- *Is the fire fighting equipment located on the escape routes and near to exit doors?*
- *Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?*

11**FIRE SAFETY SIGNS & NOTICES****Commentary:**

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted and conform to the British and European standard.

12**FIRE WARNING SYSTEM****Commentary:**

There is a manual fire warning system comprising of manual call points. It will warn all persons in the building when sounded. The alarm is tested to the relevant British standard by an approved electrical contractor.

13**EMERGENCY LIGHTING SYSTEM****Commentary:**

There is an adequate emergency lighting system within the premises which is tested to the relevant British standard by an approved electrical contractor.

14**FIRE FIGHTING EQUIPMENT****Commentary:**

There are a sufficient number of fire extinguishers correctly located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last twelve months. Employees receive annual training in their use and the training records are available in reception. The training comprises of a full days' training in the safe use of extinguishers including fighting a real fire in the staff car park. The training is provided by a third party accredited training organisation.

15 Maintenance *(Employers Guide – Pages 17,64)*

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded. *(Fire Log Book)*

Use the table opposite to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

Recommended maintenance schedule

Equipment	Period	Action
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units Test operation of systems, self-contained alarms and manually operated devices.
	Annually	Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries
Emergency lighting equipment	Weekly	Check lighting units to see if power indicator light is on
	Monthly	Check all systems, units for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer.
Fire-fighting equipment including hose reels.	Weekly	Check all extinguishers including hose reels for correct installation and apparent working order.
	Annually	Full check and test by competent service engineer.

Is there a maintenance programme for the fire safety provisions in the premises Yes / No

Commentary: Records maintained within the fire safety log book. 4

Are regular checks of fire resisting doors, walls & partions carried out Yes / No

Commentary: Carried out by the services manager and recorded. 4

Are regular checks of escape routes & exit doors carried out Yes / No

Commentary: Carried out by the services manager and recorded. 4

Are regular checks of fire safety signs carried out Yes / No

Commentary: Carried out by the services manager and recorded. 4

Is there a maintenance regime for the fire warning system Yes / No

Commentary: Weekly check carried out by the services manager and recorded. Weekly 4

Annual check carried out by contractors and recorded. Annually 4

Is there a maintenance regime for the emergency lighting system Yes / No

Commentary: Weekly and Monthly checks carried out by the services manager and recorded. Weekly 4

Annual check carried out by contractors and recorded. Monthly 4

Test certificates are available for inspection in reception. Annually 4

Is there maintenance of the fire fighting equipment (By competent person?) Yes / No

Commentary: Weekly check carried out by the services manager and recorded. Weekly 4

Annual check carried out by contractors and recorded. Annually 4

Test certificates are available for inspection in reception.

Are records kept & their location identified Yes / No

4

Commentary: The records for all aspects relating to maintenance issues are kept in reception.

16 Method of Calling the Fire Service

Establish and record the method by which the fire service would be called in the event of a fire.
i.e. (Automatic/person)

17 Emergency Action Plan (EAP) *(Employers Guide Pages 19,23)*

Produce an emergency action plan, which details procedures in the event of a fire in the workplace.

The EAP should cover:-

- *all foreseeable events*
- *the action employees should take if they discover a fire*
- *how people will be warned*
- *how the evacuation is carried out (action on hearing fire warning)*
- *to include the evacuation of visitors and people with disabilities (pages 43, 69)*
- *assembly points*
- *procedures for checking the premises have been evacuated*
- *identify escape routes*
- *fire fighting equipment*
- *duties and identities of persons with specific responsibilities in the event of a fire*
- *where appropriate the isolating of machinery and processes*
- *how the fire service are called and by who*
- *liaison with fire service on arrival*

Attach the EAP to the risk assessment

18 Training

All employees should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods. (Usually once or twice a year)

The training programme should also include the following:-

- *who receives training,*
- *what training is given,*
- *how often it is given,*
- *where it is recorded. (to include staff acknowledgement of training given)*

Attach the training programme to the risk assessment.

Fire Drills

Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately.

16**METHOD FOR CALLING THE FIRE SERVICE*****Specify:***

Receptionist to call 999 then evacuate immediately, taking with her the signing-in book and the Emergency pack kept in reception. The emergency pack contains a plan of the premises and other relevant information for the Fire and Rescue Service.

17**EMERGENCY ACTION PLAN (EAP)*****Commentary:***

There is a sufficient Emergency Action Plan attached to this record.

18**TRAINING*****Commentary:***

Training is provided by the Training Manager.

A six-monthly training meeting is held to remind staff of what to do in the event of fire. Also included - How to call the Fire & Rescue Service, and How to operate the fire alarm system.

All personnel including the Managing Director undertake this Training. The training record is held in reception.

19 Rectification of Fire Safety deficiencies

(Pages 21 – Employers Guide)

- Make a list of the fire safety deficiencies found from the fire risk assessment.
- Prioritise and rectify the deficiencies.
- Once fully rectified, amend the fire risk assessment sheets and fire safety records.
- Review the fire risk assessment as appropriate.

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
Fire Exit door onto First floor fire escape is difficult to open. Requires attention	1	12.07.08	
Emergency Lighting on Second Floor not working. Requires attention	1	12.07.08	
Fire Procedure Notice missing from Tea room Requires replacement	2	10.07.08	
Fire Drill not carried out since May 2004. Organise and carry out drill	1	30.07.08	

20 Significant Findings

From the outcomes of the risk assessment record the significant findings.

The significant findings should include:

- a record of the protective and preventative measures currently in place to control the risks.
- what further action, if any, needs to be taken to reduce risk sufficiently.
(as identified in Section 19 Fire Safety deficiencies)

<i>Significant Finding</i>	<i>Control Measure/Action</i>
Deficiencies identified (see section 19)	Action required by Training Manager and Services Manager.
Deficiencies identified were linked to the Lack of a maintenance regime.	Service Manager to implement Programme of Maintenance. Start July 08 - Review November 08
Lack of recorded Fire Drills due to retirement Of previous Training Manager.	Training Manager to carryout Fire Drills - May/November 08

21 Additional Hazards

Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire & Rescue of any additional hazards within the workplace.

Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for fire fighting.

Specify any such hazard and inform the Fire & Rescue Service in order that an appropriate operational plan can be undertaken.

21

ADDITIONAL HAZARDS

Specify:

Smoke Cloak security device fitted within the premises.
Hours of operation - 8.pm - 8.am.

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
MR. P SMITH

POSITION
MANAGING DIRECTOR

FIRE RISK ASSESSMENT

PERSON RESPONSIBLE FOR:
CARRYING OUT & REVIEW

RESPONSIBLE PERSON
MR.A JONES

POSITION
HEALTH & SAFETY ADVISOR

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIRE FIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
MR R HOOD

POSITION
SERVICES MANAGER

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:
PRODUCTION & REVIEW

RESPONSIBLE PERSON
MR A JONES

POSITION
HEALTH & SAFETY ADVISOR

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
MRS M MARION

POSITION
TRAINING MANAGER

ALPHA ENTERPRISES

EMERGENCY ACTION PLAN

ASSEMBLY POINT – REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE & RESCUE SERVICE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE & RESCUE SERVICE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE & RESCUE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE & RESCUE SERVICE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY