

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

Raising Awareness – Reducing Risk

**CHANGE THIS TITLE TO COMPANY
NAME & ADDRESS**

**This Risk Assessment should be kept up to date and is made available for inspection by the Fire
Authority**

Property / Business Name	
Address Line 1	
Address Line 2	
Town	
Post Code	
Contact Name 1	
Contact Name 2	

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Introduction

This guidance can be used for most small and medium-sized businesses; however, the responsible person will need to decide whether it will provide suitable and sufficient detail to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

South Wales Fire and Rescue Service provide this guide in order to assist businesses in improving fire safety at their premises, but emphasise that the person completing it should be competent to do so.

South Wales Fire and Rescue Service also emphasise that the content of the risk assessment and the identification and addressing of any significant findings are the responsibility of the responsible person.

The use of this risk assessment template will not prejudice any enforcement action that may be taken by South Wales Fire and Rescue Service as a result of significant fire safety deficiencies found during an audit.

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.

From the time these Regulations came into force it is a requirement for all employers to:

- Carry out a fire risk assessment of the workplace taking into consideration all employees and all other people who may be affected by a fire in the workplace, and to make adequate provision for any disabled people with special needs who use or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If more than five people are employed it is a requirement that these significant findings are recorded; (However, it is recommended that a written record is produced on all occasions to assist with the process of on going reviews).
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace

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 Cymru Enterprises

Address Any House
Every Close
Green Meadow

Tel no: 02920 323 1236

Use of Premises

Offices

Owner/Employer/Person in control of the workplace

Mr Jones Owner and Employer

Date of Risk

Assessment 1st May 2011

Date of

Review 1st May 2012

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

Mr Jones (Company Health & Safety Advisor)
M.I.F.E., B.Sc Fire Safety Studies, Dip.in H&S

2 GENERAL STATEMENT OF POLICY

Statement:

It is the policy of Cymru 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 will comply with all statutory requirements.

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 and Safety file and is kept in the Health and Safety Advisor's 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 will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the employer has made the Health and 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 and 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 of the premises.

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 a 'manor' type house, stone built with slate roof. (Built in 1910).

The premises are considered to be of low risk (in the event of a 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 staircase leading from the second floor via the first floor to ground floor.

Occupancy

Times the Premises are in use: 07.30 a.m to 8 p.m

The Total Number of persons Employed within the premises at any one time: 25

The Total Number of persons who may resort to the premises at any one time: 40

Size

Building footprint (Metres x Metres): 25 x 15

Number of floors: 2 + 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-electric complying to BS 5839. Automatic Fire Detection has been provided in a number of areas.

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

Non-maintained to 3hrs 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

- **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**

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.

8 People who would be at Risk from Fire

You must consider all the people who use the premises but you should pay particular attention to people who may be especially at risk such as:

- **Employees** who work alone, either regularly or at specific times and/or in isolated areas, e.g. cleaners, security staff, maintenance staff, nursing or care staff (especially at night);
- **People who are unfamiliar with the premises**, e.g. agency or temporary staff, guests, visitors/customers, contractors;
- **Persons who may be asleep in your premises,**
- **Persons who are unable to escape unaided** (young children, babies, the elderly, physically disabled people (in particular people with mobility impairment), mentally disabled people, people with vision or hearing impairment, those with some other sensory impairment, and those whose ability to escape unassisted is impaired due to their medical condition or medication, or who may be intoxicated);
- **People who are not able to leave the premises quickly** (but do not require assistance), e.g. patients or visitors who are elderly or with limited disabilities, parents with children;
- **People with language difficulties;** or
- **Other persons who are in the immediate vicinity of the premises.**

In evaluating the risk to people with disabilities you may need to discuss individual needs with each relevant person.

Identify and specify the 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.

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 that would prejudice 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.

9 Means of Escape –Horizontal Evacuation

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. How far to the nearest exit?
- Definition and number of escape routes. Easily identified and available at all times?
- Number and widths of exits. Sufficient to evacuate all occupants quickly and easily?
- Inner rooms situations. Is their exit only available through another room?
- Corridors. Do they need to be protected by fire resisting walls and doors?
- Dead-end conditions. Is there only one way out?
- Door openings and door fastenings. 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. Is there storage of combustibles or obstructions in escape routes?
- Sufficient number of stairways?
- Provisions for people with disabilities. Deaf, blind, mobility issues or special needs etc.

10 Means of Escape –Vertical Evacuation

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 into 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.

Furthermore some areas are covered by automatic smoke detectors. This automatic smoke detection provides early warning for those employees and cleaners who may be isolated (i.e. working late)

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

All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.

All escape routes 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.

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

11 Fire Safety Signs and Notices

- Do all fire safety signs comply with the current standard (pictogram –symbols)?
- Are there sufficient fire exit signs on the escape routes?
- Are all internal fire resisting doors indicated with “Fire Door-Keep Shut” notices?
- Are all 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 the general fire action notices displayed stating what to do in a fire situation?
- Is fire-fighting equipment indicated?

12 Fire Warning Systems

- 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 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

- 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

- 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 the 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.

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

There is a manual/electric fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated.

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

There is an adequate non-maintained emergency lighting system within the premises.

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

There is 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.

15 Maintenance

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.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units.
	Annually	Test operation of systems, Self-contained alarms and manually operated devices. Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries
Emergency lighting equipment including self-contained units and torches.	Weekly	Operate torches and replace batteries as required. Repair or replace any defective unit.
	Monthly	Check all systems, units and torches for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer. Replace torch batteries.
Fire-fighting equipment	Weekly	Check all extinguishers for correct installation and apparent working order.
	Annually	Full check and test by competent engineer.

Is there a maintenance programme for the fire safety provisions in the premises **Yes**

Commentary: Records maintained within the fire safety log book.

Are regular checks of fire resisting doors, walls & partions carried out **Yes**

Commentary: Carried out by the Services Manager and recorded.

Are regular checks of escape routes & exit doors carried out **Yes**

Commentary: Carried out by the Services Manager and recorded.

Are regular checks of fire safety signs carried out **Yes**

Commentary: Carried out by the Services Manager and recorded.

Is there a maintenance regime for the fire warning system **Yes**

Commentary: Weekly check carried out by the Services Manager and recorded.

Weekly

Annual check carried out by contractors and recorded.

Annually

Is there a maintenance regime for the emergency lighting system **Yes**

Commentary: Weekly and Monthly checks carried out by the Services Manager and recorded.

Weekly

Monthly

Annual check carried out by contractors and recorded.

Annually

Is there maintenance of the fire fighting equipment (By competent person?) **Yes**

Commentary: Weekly check carried out by the Services Manager and recorded.

Weekly

Annual check carried out by contractors and recorded.

Annually

Are records kept & their location identified **Yes**

Commentary: The records for all aspects relating to maintenance issues are kept in the Service Manager's office

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)

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
- 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

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 - How to call the Fire Service and How to operate the fire alarm system.

All personnel including the Managing Director undertake this Training.

19 Rectification of Fire Safety Deficiencies

- 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

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
Fire exit door onto first floor fire escape is difficult to open. Requires attention	1	12.07.11	01.05.11
Emergency lighting on second floor not working. Requires attention	1	12.07.11	01.06.11
Fire Drill not carried out since May 2009. Organise and carry out drill	1	01.10.11	
Fire Procedure Notice missing from tea room. Requires replacement	2	01.10.11	

20 Significant Findings

From the outcomes of the risk assessment, the competent person will be able to 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 so as to reduce the risk sufficiently. (As identified in Section 19 Fire Safety Deficiencies)

Significant Finding	Control Measure/Action
Deficiencies identified (see section 19)	Action required by Training Manager and Services Manager.
Deficiencies identified were linked to the Service Manager to implement lack of a maintenance regime.	Programme of Maintenance. Start June 07 –Review November 07
Lack of recorded Fire Drills due to retirement of previous Training Manager.	Training Manager to carryout Fire Drills –May/November 07

21 Additional Hazards

Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire Authority 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 Authority in order that an appropriate operational plan can be undertaken.

Specify:

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

FIRE SAFETY MANAGEMENT PLAN

<p>FIRE SAFETY PLAN</p> <p>PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY</p>	<p>RESPONSIBLE PERSON</p> <p>MR. P DAVIES</p> <p>MANAGING DIRECTOR</p>
<p>FIRE RISK ASSESSMENT</p> <p>PERSON RESPONSIBLE FOR: CARRYING OUT & REVIEW</p>	<p>RESPONSIBLE PERSON</p> <p>MR A JONES</p> <p>HEALTH & SAFETY ADVISOR</p>
<p>MAINTENANCE PROGRAMME</p> <p>PERSON RESPONSIBLE FOR:</p> <ul style="list-style-type: none"> • MAINTENANCE OF FIRE SAFETY PROVISIONS • FIRE ALARM • EMERGENCY LIGHTING • FIRE FIGHTING EQUIPMENT • ESCAPE ROUTES • FIRE SAFETY SIGNS/NOTICES 	<p>RESPONSIBLE PERSON</p> <p>MR A SMITH</p> <p>SERVICES MANAGER</p>
<p>EMERGENCY ACTION PLAN</p> <p>PERSON RESPONSIBLE FOR: PRODUCTION & REVIEW</p>	<p>RESPONSIBLE PERSON</p> <p>MR A JONES</p> <p>HEALTH & SAFETY ADVISOR</p>
<p>STAFF TRAINING</p> <p>PERSON RESPONSIBLE FOR:</p> <ul style="list-style-type: none"> • FIRE SAFETY TRAINING OF ALL STAFF • IMPLEMENTING FIRE DRILLS 	<p>RESPONSIBLE PERSON</p> <p>MRS A BODY</p> <p>TRAINING MANAGER</p>

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 BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE 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 BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

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