

# ELLIOTT NASH LIMITED

## FIRE MANAGEMENT POLICY AND PROCEDURES

THE CONTENTS OF THIS POLICY AND ALL SUPPORTING HEALTH, SAFETY AND ENVIRONMENTAL ARRANGMENTS ARE APPLICABLE TO ALL COMPANY EMPLOYEES.

Elliot Nash Limited – The Depot Bartley Green Birmingham B32 3PN

| Section | Revision No | Issue Date | Review Date | Approved |
|---------|-------------|------------|-------------|----------|
| SHE 18  | 1           | July 2011  | July 2012   | Yes/BMP  |

## **ELLIOTT NASH LIMITED Fire Management Policy Statement**

Elliott Nash Limited places great importance on the health, safety and welfare of its staff, clients, visitors and others affected by our operations. The company takes its legal and moral responsibility to protect people from injury, ill health and accidents extremely seriously and so far as is reasonably practicable will provide a safe working environment, promoting the health and safety of its employees.

It is the policy of Elliot Nash Limited to take all reasonable and practical steps to protect staff, visitors and property from the dangers of fire. Fire is a potential hazard for every person entering the company's premises and it is imperative that all staff, without exception, understand what is required of them and co-operate fully by reducing the risk of a fire outbreak. In the event of a fire occurring, staff need to take appropriate action in accordance with the guidance laid down and therefore involvement in fire precautions must be regarded as a basic duty and obligation for all members of staff.

### **Policy Aims**

- a. To ensure that the company fully complies with all statutory legislation and guidance.
- b. To ensure the safety of all persons entering the company's premises.
- c. To discharge the company's Statutory Duties by the preparation of procedures for dealing with:
  - staff training;
  - fire prevention;
  - detection;
  - fire fighting;
  - evacuation;
  - maintenance of equipment; and
  - provision of new resources.
- d. To promote the identification of deficiencies in existing buildings, plant and equipment which affects fire safety and to undertake a risk assessment when considering resource provision.

**Signature:**

**Managing Director: Elliott Nash**

**Date of Signature: July 2011**

**Policy Review Date: July 2012**

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## Introduction

Changes to fire safety legislation, including the introduction of the [Regulatory Reform \(Fire Safety\) Order 2005](#) have meant that more emphasis needs to be given to workplace fire safety. [Elliott Nash Limited](#) are to be able to demonstrate how they are achieving compliance with current statutory requirements.

This Fire Safety Log Book has been developed to provide a record of the routine checks and inspections; testing and maintenance carried out with regards to fire safety is Elliott Nash Limited in the workplace. The Log Book also provides the facility to record instances when a device or system has been activated, be it intentionally, accidentally or maliciously. Furthermore the log book also enables the occurrence of routine fire drills etc to be recorded.

The intention of the log book is twofold, firstly it provides a central file in which all fire safety information can be recorded, and secondly, it will enable us to demonstrate how compliance with the relevant legal requirements is being achieved.

## Equipment Servicing and Maintenance

All fire protection equipment is to be maintained in accordance with the appropriate British Standard and the manufacturers' recommendations by a competent person. A competent person is someone who has the required expertise, knowledge and experience to maintenance the equipment to the required standards; this is usually a specialist service engineer from the company responsible for supplying the equipment.

Typical servicing schedules would be:

- Fire alarm systems Quarterly/Annually
- Emergency lighting systems 6 Monthly
- Portable fire fighting equipment Annually

Further details are given in the relevant sections of this log book.

Whilst this log book has been design to cater for the requirements of the common components of typical installations found in our workplaces – it does not address more complex equipment such as sprinklers, generators or smoke control systems etc. Nor should it be used, without being thoroughly reviewed and evaluated, for higher risk workplaces. This package is intended primarily for use within conventional low to medium risk premises such as ENL Office.

The use of this fire safety log book forms an integral part of Elliot Nash Ltd health and safety management and fire risk assessment procedures. Fire officers visiting your workplace may ask to inspect these documents and it is therefore essential that they are maintained up to date, and are accurate.

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## Nominated Responsible Employees

Whilst overall responsibility for the implementation of the Fire Safety is Elliott Nash Limited is vested with the Company Director, responsibility for the day to day application of the policy is delegated to Ben Phillips of PFHSC

To clarify the roles and responsibilities for fire safety, the following roles have been allocated, with the agreement of the relevant parties, to the named individuals:

- Responsible Person - Elliott Nash (Managing Director)
- Appointed Person
- Fire Risk Assessor - Ben Phillips PFHSC
- Fire Wardens - Office Manager
- Fire Marshall
- Fire Extinguisher Servicing

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions.
- co-operate with others in the discharge of their duties.
- obey all fire safety procedures.
- familiarise themselves with the fire safety arrangements and locations of the nearest assembly point.
- work in accordance with all fire and general safety procedures.

## Fire Warden Role (Office Manager)

A named fire warden should be appointed for each room/department/floor as applicable and each warden should have a nominated deputy.

Fire Warden Responsibilities:-

- During a Fire Evacuation, whether real or a practice, 'take charge' of a designated Assembly Point and receive Personnel and Area condition/situation reports from Fire Marshals.
- Always ensure that a trained deputy is available to cover during absence due to holidays, resignations, illness etc.
- During a real emergency liase with the Senior Fire Officer immediately on the arrival of the Fire Brigade.
- Supply the Senior Fire Officer with a brief situation report as regards to the condition of both the building and evacuation of people. This should contain:
  - Situation of personnel from Fire Marshal's checklists.
  - Establish how many people are unaccounted for in the building, who they are and where they are likely to be located.
  - Assess where you think the origin of the fire is likely to be located.
  - Suggest the best route to reach trapped personnel and the heart of the fire.

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- Highlight any dangerous hazards or chemicals stored in buildings that are likely to hinder or cause danger to Fire Brigade personnel.
- Ensure that before any people re-enter the building, personnel wait until the Senior Fire Brigade Officer-in-charge, gives all buildings the “All clear”.

**Fire Marshall Role ( Nominated Persons)**

Fire Marshals are appointed to assist with the evacuation of personnel during both real and practice emergency evacuations.

Fire Marshals Responsibilities:-

- Ensuring that all people in their sector, leave the building in an orderly manner and by the nearest available safe escape route.
- Assist persons who may be unfamiliar with the premises or who may need special assistance when vacating the premises.
- During a fire, assess if it is safe to tackle with an extinguisher – flames should not be more than waist height - never fight a fire single-handed.
- Once at the Assembly Point, check their Personnel lists and report any person who is not accounted for to the Fire Warden in charge of the Assembly Point.
- In addition, report any useful information about the workplace e.g.: Source or type of fire, to the Fire Warden in charge of the Assembly Point.

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Record of Visits by Fire Brigade and Fire Safety Consultants

| Date | Name | Signature | Position and Contact Number | Comments |
|------|------|-----------|-----------------------------|----------|
|      |      |           |                             |          |
|      |      |           |                             |          |
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## **Fire Safety Tips**

The information outlined in this section has been provided to assist in identifying some of the potential causes of fire within the workplace. This information may be used to assist in preventing potential outbreaks of fire; or if we were to experience a fire, the implementation of the recommendations may assist in preventing injury or limiting damage to their premises.

Some of the more common causes of workplace fires have been identified and highlighted below, though the use of this information should not detract from the need for a thorough fire risk assessment to be carried out by a competent person:

### **Electricity**

Faulty electrical appliances and installations are a major cause of fire within the workplace. Old wiring and appliances are the main cause, and these should be regularly checked/tested by a competent electrician and repaired/renewed where necessary.

The overloading of electrical circuits and sockets is another cause and companies should consider the installation of new/additional ring mains to cope with the increasing number of electrical appliances used in most modern workplaces.

All portable appliances should be subject to regular Portable Appliance Tests (PAT Tests) by a competent person whilst fixed installations should be inspected in accordance with current HSE recommendations. Electrical sockets should never be overloaded and the correctly rated fuse should always be used. If an electrical fault is identified, it should be immediately disconnected from the mains, taken out of use and either disposed of or repaired by a competent electrician. All appliances should be switched off at the mains when not in use and visual display units should never be left turned on when unattended or overnight.

Spotlights, desk lamps and other lighting can often become hot when used for long periods, it is therefore important to ensure that all such appliances are kept well clear of any combustible material.

### **Smoking**

Smoking and discarded matches/cigarettes are the most frequent sources of ignition for a fire.

Smoking should only be permitted in dedicated areas that have been set aside for that specific reason, however, where smoking is permitted, suitable ashtrays/receptacles should be provided to enable cigarettes to be discarded without the risk of starting a fire. Regularly empty all ashtrays into a non-combustible waste receptacle and ensure that all debris is fully extinguished and disposed of safely.

### **Heaters**

Portable heaters, such as electric fan heaters and gas fired space heaters can, if used inappropriately, cause workplace fires. All portable heaters should therefore be used in strict accordance with the manufacturers' recommendations and be kept clear of all furniture, clothing, paper and other combustible materials.

Boiler rooms should be kept clear of clutter and they should not be used as extra storerooms or drying rooms.

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## **Rubbish and Waste (Housekeeping)**

Rubbish and waste products provide a great source of fuel for fires; the workplace should therefore be kept clear of all combustible waste and rubbish as far as practicable. All rubbish should be placed into suitable waste bins within the workplace as the waste is generated. All such bins should be emptied on a regular basis with the rubbish being taken out of the premises for disposal into metal bins/skips (with lids). External rubbish bins/skips should be kept at least 6m from the building as fires started within these bins can spread to the building.

## **Dangerous Goods**

There are many flammable or explosive substances found in today's workplaces and if they are not used and stored properly, they can cause fires and explosions. The careful use and storage of flammable liquids, gases and other substances is an essential element to maintaining a safe workplace. All flammable and explosive substances should be securely stored in accordance with the manufacturers' recommendations and HSE guidance, in all instances flammable and explosive substances should be kept well away from any ignition source or heat.

## **Arson**

Arson is a real and present risk for any organisation and every effort should be taken to help to protect your workplace from attack by arsonists. The simplest steps you can take include locking away all flammable and explosive substances, securing your premises at the end of the working day, providing secure covered waste bins and removing any combustible material from around the workplace.

Some more general fire safety tips that should be given consideration within the workplace include:

## **What to Do in Case of a Fire**

Upon hearing the fire alarm, all persons within the workplace must leave the building via the nearest exit and assemble at the pre-defined assembly point as defined within the 'Fire Action Plan'. When leaving the building persons should do so in an orderly manner, and if possible, close all doors and windows. Ensure that the Fire Brigade is called immediately and that someone responsible is present to meet and direct the fire service when they arrive.

DO NOT re-enter the building for any reason until the all clear has been given.

## **Fire Safety Information for Staff and Visitors**

To safeguard both employees and visitors, it is essential that persons are made aware of their responsibilities and duties in the event of an emergency. Therefore it is important to ensure that all employees and visitors know how to:

- Raise the alarm
- Call the Fire Brigade
- Know when not to tackle a fire
- Know the correct evacuation procedures

Fire action notices, such as the one shown above should be placed in prominent positions around the workplace to advise and inform employees and others of the local fire safety arrangements.

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## **Visitors**

All visitors to the company's premises should be made aware of the actions to take in the event of an emergency; this can be achieved by a simple visitors induction reinforced with Fire Action Notices around the premises. However, where visitors to the premises are not likely to understand English, consideration needs to be given to the provision of Fire Action Notices printed in the appropriate languages, alternatively such visitors should be accompanied at all times.

## **Means of Escape**

The principal purpose of a fire door is to prevent the spread of heat and smoke should a fire occur. To be effective, fire doors must therefore be kept closed when not in use, fire doors should never be wedged or propped open, as in the event of a fire, the door would not offer any protection to the occupants of the premises from the ingress of smoke, fumes or fire. Fire doors should therefore be provided with self-closing devices and labelled 'Fire Door – Keep Shut'

Corridors and stairways, particularly those on escape routes, should be kept clear of obstructions and waste materials which could either restrict access, or provide fuel to a fire. Ensure that final exit doors open outwards from the building and that they can be easily opened from the inside without the use of a key. Keep areas outside final exit doors clear of obstructions at all times. All emergency exits and access routes should be clearly signed, with the signage visible from all parts of the building/room.

## **Fire Alarm**

Always ensure that the fire alarm system is in good working order and that all employees are familiar with its operation, the location of the 'call points' and what action should be taken on hearing the alarm.

## **Fire Extinguishers\Hose Reels**

Fire extinguishers and fire hoses are to be provided for use in the early stages of a fire, their purpose is to extinguish a fire before it takes hold, not to fight back established fires. Only employees who have been provided with training in the selection and safe use of fire extinguishers should attempt to use them and then only if it safe to do so.

Ensure all employees are familiar with the location of the extinguishers and what type of extinguisher should be used for each specific type of fire. All fire extinguishers need to be regularly inspected and serviced by a competent person. A register of all such inspections and servicing should be maintained within this Log Book.

## **Emergency and General Lighting**

All escape routes; including external ones must have sufficient lighting for people to make their way out safely. Where parts of a building do not benefit from daylight, or the building will be used at night, then emergency lighting may be required. The purpose of emergency lighting is to indicate escape routes to allow safe movement to the final exit points; it should also highlight alarm call points and the location of any fire fighting equipment.

Where emergency lighting systems have been installed, employers need to ensure that the lighting systems are in good working order and are checked/serviced regularly by a competent person. Any defective fittings and bulbs should be replaced immediately.

As well as emergency lighting, sufficient background lighting should also be provided within the workplace to enable plant, machinery and other equipment to be safely turned off and isolated in the event of a fire.

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### Emergency Escape and Fire Exit Signs

Emergency exits and escape routes that are not in regular use should be clearly indicated, where applicable by suitable signage. Where visitors and others who may not be familiar with the premises are likely to be present, all exits should be clearly signed.

Fire safety signs must be placed in positions where they can be clearly seen by users of the building, the signs must also include an approved pictogram and where applicable a directional arrow (see example below). All fire safety signs must comply with the relevant provisions of the Health and Safety (Safety Signs and Signals) Regulations 1996.



The following sections contain guidance and advice, together with record sheets to assist with the inspection, testing and recording of such activities for a range of fire safety equipment and workplace arrangements.

If additional space or rows are needed, simply make a copy of the table using the 'cut and paste' command, or insert additional rows into the table to increase their size.

To help and assist, each record sheet contains at least one example of how to fill in the form; you can either leave this in place or delete it.

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## Fire Alarm and Detection Systems

### Testing Requirements

The main fire alarm control panel should be inspected on a daily basis to ensure the normal operation of the system is maintained. Where applicable, the communications link to any remote monitoring centre should be tested to ensure that it is functioning correctly. All defects should be recorded in the logbook and reported to a responsible person.

A weekly test and examination of the alarm system must be carried out to ensure that the system is capable of operating under alarm conditions, namely:

- Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested quarterly for a monitored system and weekly for an un-monitored system. Each time a zone is tested a different trigger device should be used.
- Examination of batteries and connections.

An annual inspection and test should be carried out by the installer of the system or an approved service engineer, together with standard 5 yearly checks of the wiring to ensure that it is compliant with the requirements of BS7671.

Fire detectors should be subject to regular visual inspections for damage, unusual accumulations of dirt, paint and other conditions that may interfere with the correct operation of the detector.

To check the reliability and operation of any installed heat detectors, a representative sample should be tested by the application of a heat source. Other types of detectors should also be checked for their correct operation and sensitivity in accordance with the manufacturer's instruction.

Automatic Door Releases connected to the Fire Alarm System should be tested weekly, in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.

**Battery Operated Fire Door Releases should also be tested weekly and checked in conjunction with the fire alarm test. A check to ensure all fire doors are being released and are closing fully into their rebates should also be made.**

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Fire Alarm & Detection System – Record of Tests

| Date of Test | Fire Alarm      |                          | Door Releases            |           | Automatic Detectors      |                          | Remedial Actions Required           | Signature                |               |              |
|--------------|-----------------|--------------------------|--------------------------|-----------|--------------------------|--------------------------|-------------------------------------|--------------------------|---------------|--------------|
|              | Call Point Ref. | Satisfactory             |                          | Door Ref. | Satisfactory             |                          |                                     |                          |               |              |
|              |                 | Yes                      | No                       |           | Yes                      | No                       |                                     |                          | Detector Ref. | Satisfactory |
|              |                 | Yes                      | No                       |           | Yes                      | No                       | Yes                                 | No                       |               |              |
|              | -----           | <input type="checkbox"/> | <input type="checkbox"/> | -----     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | None          | A N Other    |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
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|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |
|              |                 | <input type="checkbox"/> | <input type="checkbox"/> |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |              |

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## False\Spurious Alarms

To help ensure the satisfactory and effective operation of the Fire Alarm and Detection systems, details of all false alarms, together with the cause, and circumstances of the alarm are to be recorded.

Each false alarm should be investigated and its cause determined, some of the causes of false alarms include:

Unwanted Alarms – These alarms may be activated by:

- A fire like phenomenon or environmental influence (e.g.: smoke or steam from industrial processes, dust, insects, burnt toast etc)
- Accidental damage to detectors or alarm call points
- Inappropriate human action (e.g.: not notifying occupants of routine alarm tests).

Some of the causes of these alarms include, but are not limited to: fumes from cooking; use of toasters; steam; dust; insects; smoke; hot work such as welding and cutting; electrical interference; high humidity levels; water ingress; temperature fluctuations and accidental damage.

Equipment False Alarms – These alarms are caused by faults or malfunctions within the alarm or detection systems.

Malicious False Alarms – These are caused when a person activates an alarm point or triggers a detector knowing that there is no fire.

Good Intent Alarms – These are caused by a person who operates an alarm point (or sounds a general fire warning) in the belief that there is a genuine fire, however no fire actually exists.

Where the cause of an alarm is not known, it should be recorded as an “unknown cause”; assumptions should never be made as to the cause of the fault.

## Investigation

It is an important part of our fire safety strategy that all false alarms are investigated, so that the actual cause of the false alarm can be determined. This information should then be used to implement measures, where applicable, that prevent a recurrence of the alarm. False alarms may also be an indication that there is a problem with your fire alarm and detection systems; this may mean that parts need to be replaced or the installation serviced to ensure that it is operating correctly and efficiently.

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Fire Alarm False Alarms Record Sheet

| Date & Time of Alarm | Detector/Call Point causing the false alarm | Cause of False Alarm (if known) | Service Required         |                                     | Service engineer's comments   | Further action required | Action completed                    |                          |
|----------------------|---|---------------------------------|--------------------------|-------------------------------------|-------------------------------|-------------------------|-------------------------------------|--------------------------|
|                      |   |                                 | Yes                      | No                                  |                               |                         | Yes                                 | No                       |
| 15:36hrs 12/03/08    | print room)                                 | Dust within the smoke detector  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Detector cleaned and replaced | None                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |
|                      |   |                                 | <input type="checkbox"/> | <input type="checkbox"/>            |                               |                         | <input type="checkbox"/>            | <input type="checkbox"/> |

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## Emergency Lighting

Emergency Lighting must be provided in any room where people at work could be exposed to danger if the artificial lighting failed. Emergency lighting therefore forms an important part of an organisation's Fire Safety Strategy and the emergency lighting system should be regularly checked and inspected for cleanliness and its correct operation/function. A competent person, in accordance with the manufacturer's instructions, should check battery backups and generators.

### Testing Of Emergency Lighting To Comply With BS5266: Part 1

1. A responsible person should be nominated to keep records of the installation details, test reports and maintenance records.
2. A record of all tests should be maintained (other than daily checks) to include any faults found and the action taken to remedy the faults. Daily Check to include: Checking that indicator lights to all units are functioning.
3. Monthly: Test the emergency lighting system for a short period not exceeding one quarter of the systems operating duration.
4. Six monthly: Test the emergency lighting system for one third of the systems operating duration, checking all luminaries for proper function.
5. Annual: Test for the full duration of the system. (Self contained units only)

Note: Self contained units must always be tested by simulated mains failure, either at the fuse distribution consumer box, or key switch where provided. The tests should be made during the daylight hours to allow sufficient time for the units to be fully re-charged before the hours of darkness. A fully discharged unit can take up to 16 hours to recharge.

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Emergency Lighting System – Record of Maintenance and Tests

| Date     | Satisfactory                        |                          | Type of Test                        |                          |                          | Defects and Location                           | Remedial Action Taken  | Signed    |
|----------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--|--|-----------|
|          |                                     |                          | Monthly                             | Biannual                 | Annual                   |  |  |           |
|          | Yes                                 | No                       |                                     |                          |                          |  |  |           |
| 12/03/08 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defective bulb in light outside reception area | Fault reported to maintenance company with reqElliott Nash Limited to replace bulb | A N Other |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |
|          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |           |

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**Emergency Lighting System – Record of Maintenance and Tests**

| Date | Satisfactory             |                          | Type of Test             |                          |                          | Defects and Location | Remedial Action Taken | Signed |
|------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|-----------------------|--------|
|      | Yes                      | No                       | Monthly                  | Biannual                 | Annual                   |                      |                       |        |
|      |                          |                          |                          |                          |                          |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |                       |        |

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## Fire Fighting Equipment\Portable Fire Extinguishers

A responsible person should carry out a regular inspection of all portable fire extinguishers, spare gas cartridges and replacement charges on a regular basis, ideally monthly. This is to make sure that the appliances are in their proper position, have not been removed and have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator), or suffered obvious damage. All defective extinguishers should be replaced.

### Routine Inspection by the User

Annual Inspection, Service and Maintenance by a Competent Person

The user should ensure that extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended to current British Standards. These procedures should be carried out by a competent service engineer capable of conducting them according to the recommendations of the current standards and any special procedures recommended by the manufacturers, using the appropriate tools, equipment and materials. These checks and services should be carried out on an annual basis.

| Types and Suitability of Fire Extinguishers   |   |
|---|---|
|  | The most widely used and available fire extinguisher. Used for SOLIDS such as paper, wood, plastic etc. NOT suitable for use on electrical or flammable liquids.                |
|  | More versatile than water extinguishers. Used for SOLIDS such as paper, wood, plastic and FLAMMABLE LIQUIDS such as paraffin, petrol, oil etc                                   |
|  | Multi-purpose extinguishers can be used on: SOLIDS; Paper, wood, plastic, fires. FLAMMABLE LIQUIDS: Paraffin, petrol, oil. FLAMMABLE GASES; Propane, butane, methane.           |
|  | Carbon Dioxide Extinguishers are ideal for fires involving electrical apparatus.<br><br>Carbon Dioxide will also extinguish FLAMMABLE LIQUIDS such as paraffin, petrol and oil. |

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## Hose Reels

All hose reels should be regularly inspected for leaks and correct operation as well as having an annual test when the hose should be completely run out and subjected to operational water pressure. The purpose of this is to ensure that the hose is in good condition and that all couplings are watertight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

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Fire Fighting Equipment – Record of Tests and Inspections

| Date     | Location of Fire Point | Number and Type of Extinguishers |      |        |       |           | All Satisfactory                    |                          | Comments and Remedial Action | Signed    |
|----------|------------------------|----------------------------------|------|--------|-------|-----------|-------------------------------------|--------------------------|------------------------------|-----------|
|          |                        | Water                            | Foam | Powder | CO2   | Hose Reel | Yes                                 | No                       |                              |           |
| 12/03/08 | Entrance Lobby         | 2 No.                            | None | None   | 1 No. | None      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | None                         | A N Other |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |
|          |                        |                                  |      |        |       |           | <input type="checkbox"/>            | <input type="checkbox"/> |                              |           |

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| Date | Location of Fire Point | Number and Type of Extinguishers |      |        |     |           | All Satisfactory         |                          | Comments and Remedial Action | Signed |
|------|------------------------|----------------------------------|------|--------|-----|-----------|--------------------------|--------------------------|------------------------------|--------|
|      |                        | Water                            | Foam | Powder | CO2 | Hose Reel | Yes                      | No                       |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |
|      |                        |                                  |      |        |     |           | <input type="checkbox"/> | <input type="checkbox"/> |                              |        |

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## Fire Drills

Ideally fire drills should be carried out at least every six months. However, in small buildings with few occupants and where simple evacuation arrangements exist, annual fire drills may, if justified by a satisfactory Risk Assessment, be carried out.

However, where staff turnover is high, it is advisable to hold more regular fire drills, to ensure new employees are familiar with the evacuation procedures.

### Value of Fire Drills

If carried out correctly and taken seriously, fire drills are a valuable element of an organisation's fire safety management strategy. Fire drills:

- familiarise occupants with evacuation procedures;
- remind occupants of the location of the nearest assembly points, so minimising confusion;
- provide feedback to senior managers on the effectiveness of the evacuation procedures and arrangements.

Fire drills must be realistic if they are to be of benefit. If occupants are waiting in anticipation for the start of the drill, then information obtained from the drill will be over-optimistic. Therefore, fire drills should generally be unannounced.

All occupants present at the time of the drill should fully participate. Meetings should not continue during the course of any fire drill.

Every fire drill should be started by asking a randomly-selected member of staff to carry out exactly the procedure they would follow if they discovered a fire, including operating the fire alarm system. Where fire procedures involve making a telephone call, for example to a security control room, this action should be undertaken. It may be possible, by prior arrangement, to involve the fire brigade in some fire drills, particularly those in large, complex buildings. For example, if it is intended that a call be made to the fire brigade, this can sometimes be pre-arranged with the fire brigade. It may also be possible to arrange for a local fire brigade crew to attend a fire drill to witness it. The fire brigade can thereby assist with pre-planning and rehearsal of emergency procedures.

In buildings with more than one staircase, access to one of the staircases should be prohibited during at least one fire drill each year. This procedure:

- ensures occupants' familiarity with alternative staircase(s);
- ensures occupants' familiarity with any door-release hardware;
- confirms that, if the fire prevents access to one staircase, the building can still be evacuated in reasonable time. (This is particularly important if there are no lobbies or pressurisation systems to ensure that staircases remain smoke free during the course of a fire.)

## Evacuation

The time from operation of the evacuation signal to the point at which the last occupant leaves the building ('evacuation time') should be measured and recorded.

Each evacuation time should be compared with previous times and with a 'target' time. It is difficult to specify target times; in a small building, an evacuation time of 1-2 minutes might

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represent a very good performance, whereas in a large building an evacuation time in excess of 5 minutes may indicate performance that could be improved.

#### **DE-BRIEFING AND COMMUNICATION**

A de-briefing process should always be carried out soon after each fire drill. This should involve all those who took part in controlling or monitoring the evacuation, such as the Nominated Persons with responsibility for Fire Safety, fire risk assessors, fire wardens etc.

Any shortcomings in procedures or problems experienced should be considered and recorded. Proposals to rectify these should be formulated. There should be communication of actions taken. Excessive evacuation times should be investigated and actions taken to reduce future evacuation times.

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## **FIRE EMERGENCY PROCEDURE**

IF YOU SUSPECT A FIRE, investigate at once but DO NOT TAKE RISKS.

IF YOU DISCOVER A FIRE - STAY CALM.

SOUND THE ALARM - IMMEDIATELY SHOUT FIRE FIRE FIRE!

Dial 999 and inform the relevant authorities (Dial 9 for an outside line)

Direct all other people away from the affected area.

If it is safe to do so, and you have received the appropriate training, try to extinguish the fire, however, never put yourself at risk or attempt to extinguish a fire alone.

It may be possible to deal with small fires using the appropriate fire extinguisher or by covering with a fire blanket. In the case of a fire involving electrical equipment isolate the equipment if possible before attempting to extinguish it.

When the Fire Brigade arrives, immediately inform the Fire Officer of any special hazards, such as gas cylinders, dangerous chemicals etc. within the area affected.

### **ON HEARING THE ALARM – ACTIONS TO BE TAKEN**

- STOP what you are doing and ensure that anything you have been using is LEFT SAFE.
- LEAVE THE BUILDING by the nearest available exit, closing all windows, doors and fire doors behind you.
- DO NOT USE LIFTS WHEN VACATING THE BUILDING.
- PROCEED to the EMERGENCY ASSEMBLY POINT that is indicated on the Fire Notices in the section of the building you are currently occupying.
- CHECK FOR THE PRESENCE OF KNOWN COLLEAGELLIOTT NASH LIMITED.
- DO NOT RE-ENTER THE BUILDING UNTIL THE ALARM IS SILENCED AND YOU ARE AUTHORISED TO DO SO BY THE FIRE WARDEN.

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## Fire Safety Induction Checklist

The Elliot Nash Limited Fire Safety Policy requires all new staff to undergo a fire safety induction on their first day at work. The points on the checklist below should be covered and form the basis of the fire safety induction.

|                                  |       |
|----------------------------------|-------|
| Name of person giving induction: |       |
| Name of inductee:                |       |
| Business Stream:                 | Date: |
| Induction provided for: .....    |       |

|  | Complete                 |
|--|--------------------------|
| Action to be taken on hearing the alarm explained                  | <input type="checkbox"/> |
| Fire alarm point locations shown & method of operation explained   | <input type="checkbox"/> |
| Fire action notice locations shown & contents explained            | <input type="checkbox"/> |
| Emergency escape route described and seen                          | <input type="checkbox"/> |
| Escape routes clear of obstructions                                | <input type="checkbox"/> |
| Assembly points seen   | <input type="checkbox"/> |
| Brief explanation of the fire alarm and detection systems provided | <input type="checkbox"/> |
| Raising alarm without hesitation fully understood                  | <input type="checkbox"/> |
| Location of fire fighting equipment/fire stations seen             | <input type="checkbox"/> |
| Location of fire doors and purpose explained                       | <input type="checkbox"/> |
| Rules on no smoking explained and understood                       | <input type="checkbox"/> |
| Particular fire risks highlighted                                  | <input type="checkbox"/> |

|                                   |
|-----------------------------------|
| Signature of new member of staff: |
|-----------------------------------|

|                                       |          |
|---------------------------------------|----------|
| Signature of person giving induction: | Position |
|---------------------------------------|----------|

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