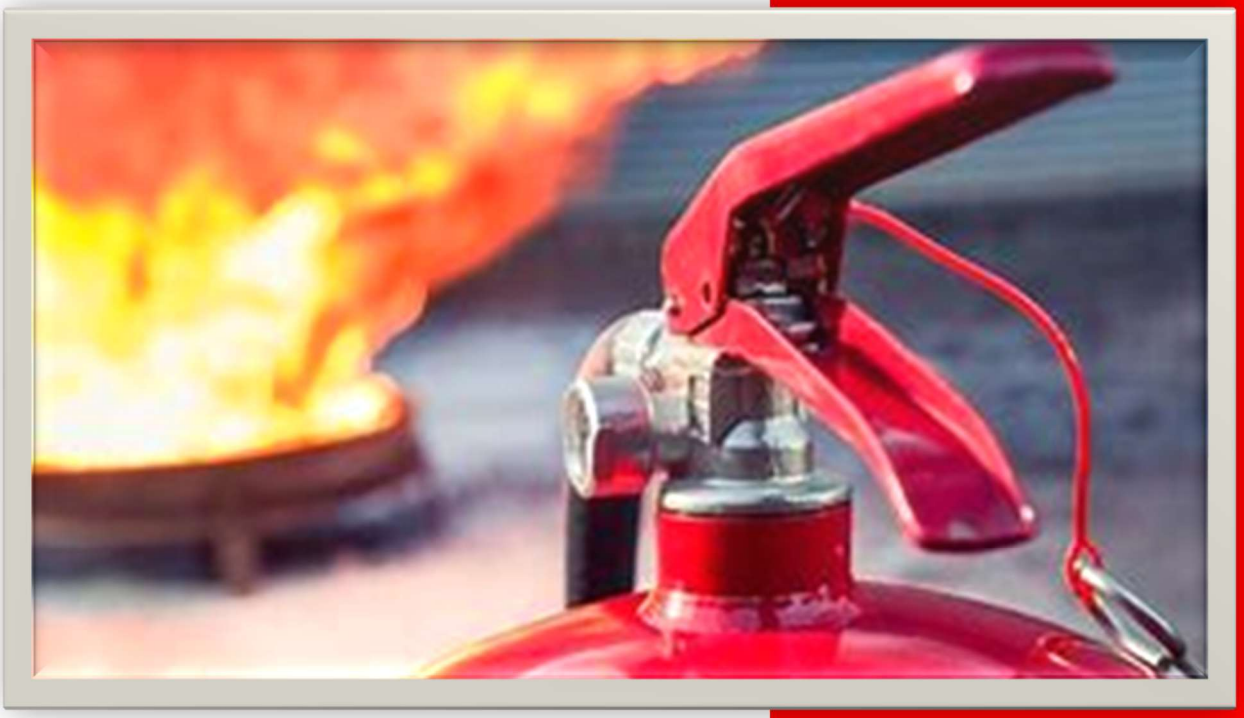
Catena

Inspection & Engineering Services Ltd

Lifting Solutions & Supplies

CHS008

FIRE SAFETY POLICY



Fire Safety Procedures

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- COSHH Policy
- Visitor Health & Safety Leaflet

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Document Lead:	Kat Moss
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For Use By:	Catena

Version Control	Document Location If using a printed version of this document, ensure it is the latest published version. The latest version can be found on the company Intranet site.

Version	Date Approved	Publication Date	Approved by	Summary of Changes
0	10/05/18	05/08/18	MOM	None
1	15/01/19	15/01/19	MOM	Site Plans Amended
2	02/01/20	02/01/20	MOM	Removed all reference to sign in book located in the reception area
3	05/02/21		MOM	Amended Site plans to reflect site development
3	05/02/21		MOM	Removal of reference to Hi – Vis jackets for FCO etc
3	05/02/21		MOM	Added a Fire Warden - JS
4	04/03/25		MOM	Added a Fire Warden - BW
5	02/09/26	012/09/26	KM	Updated to Weekly checks and max annual Fire Drill, along with reviews being annual and using SFDC to clock in

CONTENTS

Introduction 4

Objectives 4

Scope 4

Responsibilities 4

Appendices

Appointed Fire Personnel 10

Site Plan 11

Evacuation Routes 12

INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges that the action taken by staff and visitors in the event of a fire will have a significant impact on any loss of life, injury or damage to property.

Catena is committed to providing staff and visitors with clear procedures on what action to take in the event of a fire at their site at Brookhill Road, Brookhill Ind Est, Pinxton. Catena will ensure that these procedures are communicated effectively to all staff and visitors and that regular evacuation drills are carried out to ensure staff and visitors are fully aware of what action to take in the event of an emergency.

OBJECTIVES

The objectives of this procedure are:

- To provide clear guidance to staff and visitors on what action to take in the event of a fire.
- To provide clear guidance to staff on the management of any visitors under their control.
- To identify and outline responsibilities of key individuals in the management of any fire at the offices and workshop at Brookhill Road, Brookhill Ind Est, Pinxton in particular those of the Fire Control Officer and Fire Wardens.
- To outline the process for reporting any fire related untoward incidents
- To outline the process for undertaking evacuation drills.

SCOPE

This procedure applies to all persons working or visiting the offices and workshop at Brookhill Road, Brookhill Ind Est, Pinxton

RESPONSIBILITIES

Fire Control Officer (FCO) or Nominated Deputy

The Fire Control Officer (FCO) or Nominated Deputy whose details are set out in Appendix 2 will have ultimate responsibility for management of any fire incident until the arrival of the Fire Service. Specifically, they are responsible for:

- Establishing the location of the fire by the fire control panel or by information from the person who discovered the fire and telephoning the Fire Service.
- Ensuring they are clearly visible
- Liaising with Fire Wardens at the Fire Assembly Point to establish if all persons have been evacuated from their area of the building and list any known to be missing.
- Ensuring that an appointed person is posted to the main entrance drive to the site to prevent any further traffic from entering the site.
- Ensuring that staff, visitors and others who are evacuated from the building remain outside the building at the Fire Assembly Point.
- Meeting the Fire Service and inform them of any person's known to be missing or still in the building.
- Informing them of the location of the fire.
- Informing the Fire Service of the location and involvement of any hazardous materials or substances (i.e. compressed gases – fire suppressant gas in the server room, UPS batteries – in the electricity control room, diesel stored on site) on the premises.
- Liaising with the Fire Service until they give the 'all clear' and it is safe to re-enter the building.
- Communicating Fire Service instructions to staff, members of the public, contractors etc. who have been evacuated to the Fire Assembly Point.
- Ensuring that following a fire or any fire alarm activation an Incident Report Form is completed, and the Health and safety Coordinator contacted for a de-briefing.

Fire Wardens

All Fire Wardens on hearing the alarm will if possible,

- Identify the location of the fire by the fire control panel and telephone the Fire Service if the fire happens to be within their designated area of responsibility. (This should be

the second call confirming a fire, the first having been made by the person who discovered the fire)

- Ensure that the nearest Fire Exit is clear.
- Direct all staff to the Fire Assembly Point

- Take roll call and establish if all persons have been evacuated from their area of the building.

- On or before arrival of Fire & Rescue, liaise with the Fire Control Officer and report any missing persons, known hazardous materials and location of the fire

Staff with visitors

All staff with visitors are responsible for their visitors at all times whilst on or in the premises and must ensure all visitors under their control are,

- Made fully aware of these fire procedures and fire exits.

- Remain with the member of staff until they leave site.

All Staff are responsible for ensuring the following,

- Being fully aware of these procedures and know what action to take in the event of a fire.

- Familiarising themselves with the means of escape from the building.

- Ensuring that exits, corridors etc. are kept clear of obstruction, proper storage and minimisation of combustible waste and that fire doors are kept closed except when in use.

- Being aware that they are responsible for looking after their own safety and that of others in the event of a fire.

Management Team

The management Team is responsible for ensuring,

- Fire risk assessments to the requirement of The Regulatory (Fire Safety) Reform Order 2005 Act are completed, and the findings recorded.

- Adequate, suitable and sufficient firefighting equipment is readily available and maintained in accordance with requirements and recommendations of legislation and the fire assessment and records maintained.

- Adequate, suitable, and sufficient signage is supplied and erected to the requirements of legislation and recommendations of the fire assessment.

- Fire alarms are tested at one call point in rotation on a Weekly basis and the tests recorded in the Fire Safety Record Book (this is the responsibility of the FCO).

- Evacuation drills are carried out at a maximum of twelve monthly intervals and recorded in the Fire Safety Record Book (this is the responsibility of the FCO). If the last drill did not include all personnel and there have been any New Starters, then this frequency is reduced to six monthly

- Assistance is provided to The Fire Control Officer or Nominated Deputy to ensure they are aware of fire systems and any changes that may take place to the systems.

- Any maintenance work on the systems that may require closing down the system is notified to the Fire Control Officer or Nominated Deputy.

- Adequate systems are in place to ensure that combustible waste materials can be kept to a minimum inside the main building area.

- Adequate processes are in place to maintain accurate records of all persons when on site and when leaving site for any reason i.e. meal breaks

- Suitable and sufficient training has been provided to the Fire Control Officer, Nominated Deputy and Fire Wardens on at least a bi-annual basis

- The Fire Control Officer or Nominated Deputy is de-briefed following a fire evacuation

- These fire procedures are reviewed as necessary and at least on an annual basis

- That any assistance requested by The Fire Control Officer or Nominated Deputy during a fire evacuation is provided

- Any learning points identified because of a fire incident are disseminated throughout the organisation as necessary

- Spot checks of fire registers are conducted, and any problems addressed.

- Evacuation drills include training for staff on the following:

- Knowledge of the fire alarm signal.
- Knowledge of the nearest escape routes and fire exits.
- Location of the Fire Assembly Point.
- The importance of reporting any person's known to be missing or still in the building.

Action on Discovering a Fire

- Raise the alarm immediately by breaking the nearest fire alarm glass.
- Do not attempt to fight the fire unless you have been trained and it is safe to do so. In any case, never attempt to fight fires alone.
- Wherever possible alert others who may be in offices, rooms (including all toilets), to evacuate the building.
- Leave the building quickly and calmly by the nearest available exit, closing doors behind you as you go, take any visitors in the vicinity with you and proceed to the Fire Assembly Point. Do NOT stop to collect personal belongings.
- If possible telephone the Fire Service by dialling 999 asking for the Fire Service and provide details of the location of the site: Catena Inspection & Engineering Services Ltd, Brookhill Road, Brookhill Ind Est, Pinxton NG16 6NS, location and type of fire (if known) and any details or involvement of any hazardous materials (i.e. compressed medical gases, UPS Batteries etc.).
- Report to the Fire Warden or Nominated Deputy (ND) at the Fire Assembly Point, in the car park adjacent to the Main Gates**.**
- Do NOT re-enter the building until the Fire Warden or ND declares it safe to do so.

Action on Hearing the Continuous Fire Alarm

- Do NOT stop to collect personal belongings
- Check the immediate area including all toilets (if possible) for anyone who may not have heard the alarm.
- Leave the building quickly and calmly by the nearest available exit, closing doors behind you as you go, take any visitors in the vicinity with you and proceed to the Fire Assembly Point next to the main entrance gates.

- Report to your respective Fire Warden at the Fire Assembly Point who will carry out a roll call against the name list on the fire register.

- Do NOT re-enter the building until the FCO or ND declares it safe to do so.
- The sound of the fire alarm is audible within the compound outside the building, any person who may be working or present on site and the alarm is activated should immediately proceed to the Fire Assembly Point WITHOUT re-entering the building. Contractors should be briefed of the fire procedures by the person they are visiting/working with on the fire procedures.

Action to be taken following a Fire Incident

- Any incident involving the call out of the Fire Service should be reported by the FCO or ND and the Management Team on an Incident Report Form as soon as possible after the incident has taken place.

- Any learning identified following investigation of a fire incident will be disseminated by the Health and Safety Coordinator throughout the organisation as necessary.

Staff and Visitor Signing In (Fire Register) Procedure

- All CATENA Staff when entering and leaving the buildings must record their presence on site via Emax SFDC – if this is not available, then this must be reported to the IMS Manager to manually record instead

- All Visitors must remain with their designated member of staff whilst they are on site.

- All staff having visitors must ensure they are briefed on and comply with the fire procedures and No Smoking policy and that they are made aware of all relevant emergency exits.

NB Pick up and drop off visitors are not required to sign in but will be the responsibility of the staff member that they are with in the event of an emergency.

Consultation

- The Fire procedure is undertaken and reviewed by those identified within the procedure as having responsibilities.

Monitoring Compliance and Effectiveness of the Policy

- These procedures will be regularly monitored during incidents and drills as well as audits and reviewed by the Management Team.

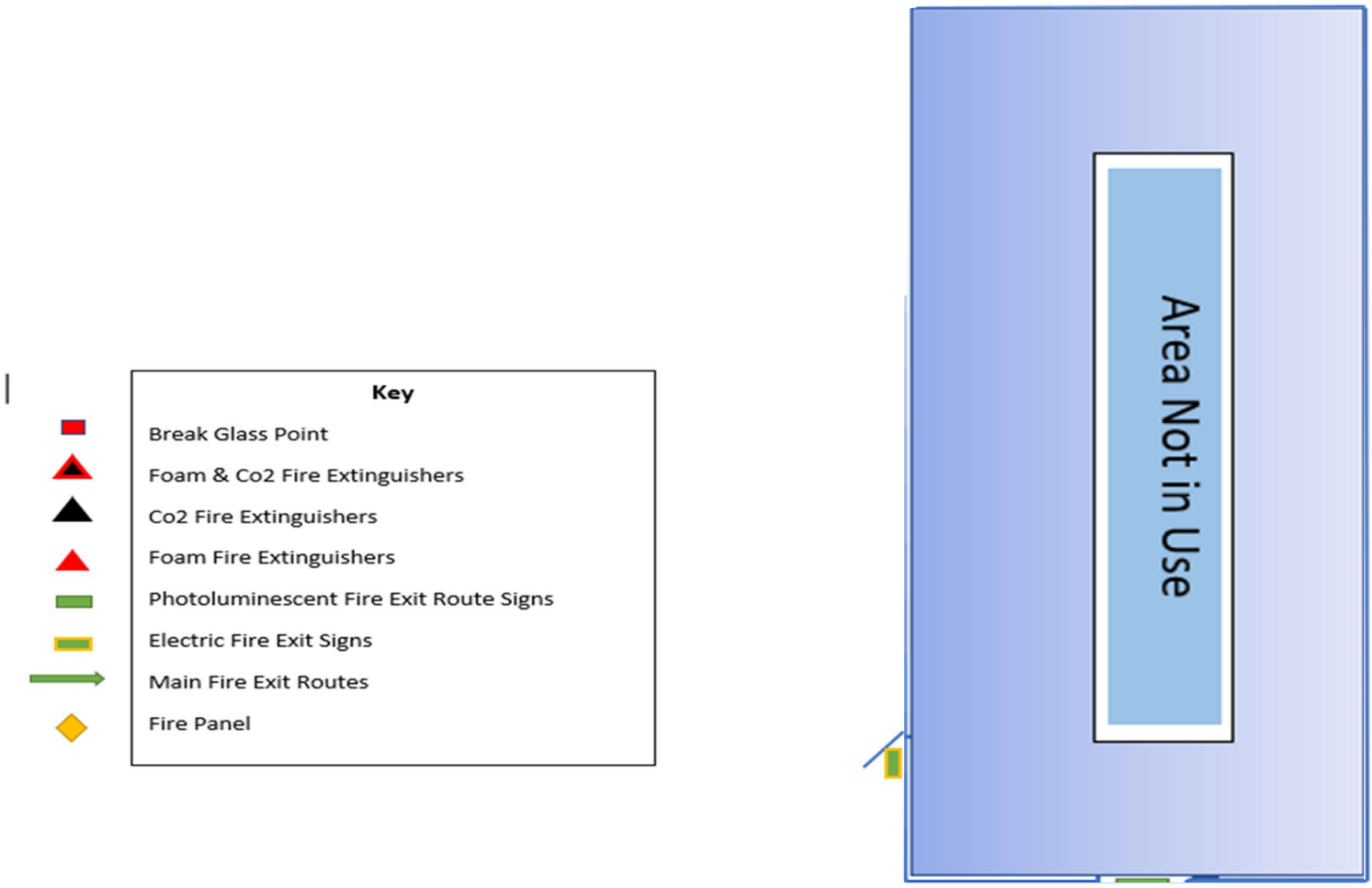
- These procedures will be subject to review annually.

APPOINTED FIRE PERSONNEL

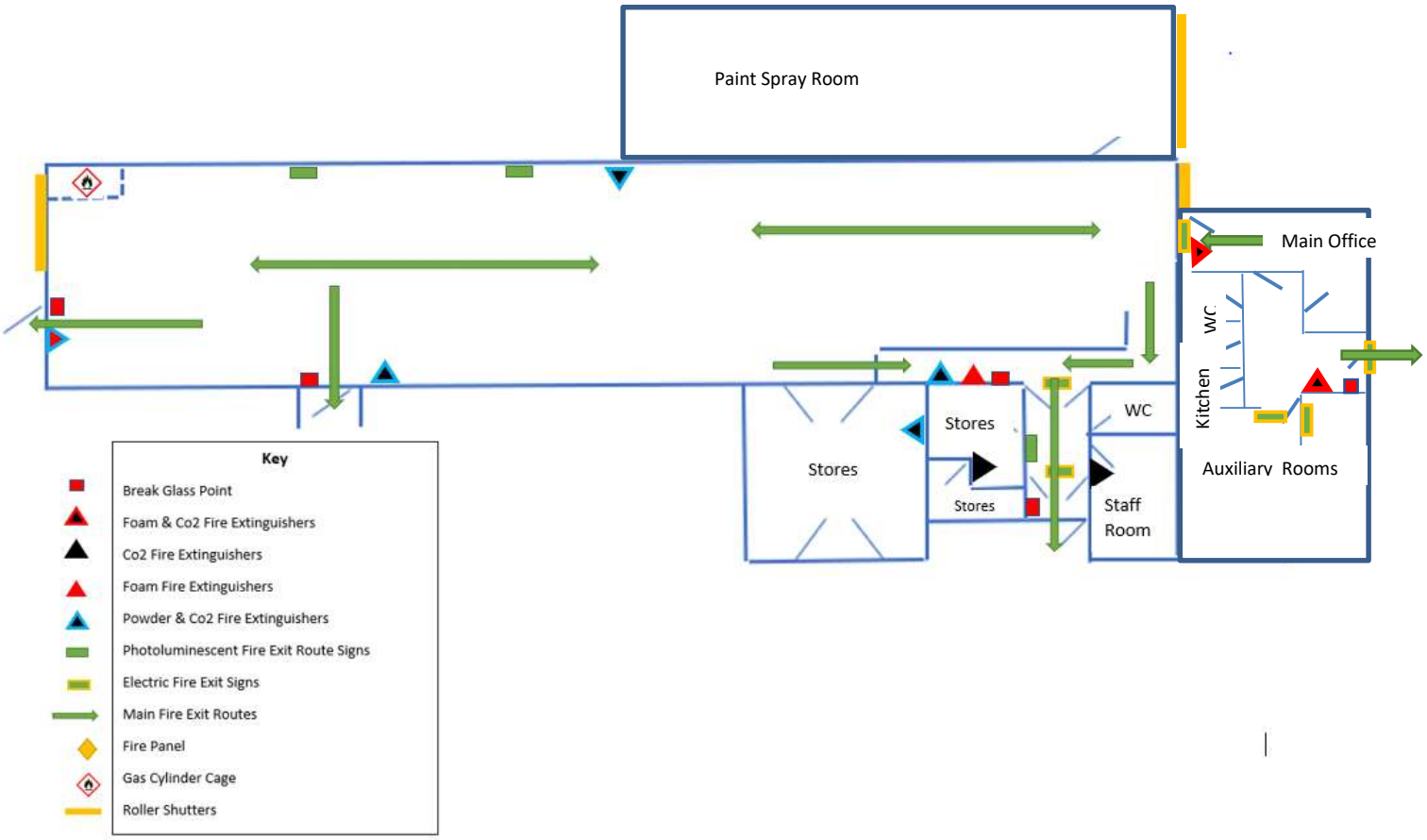
Name	Role	Area of Responsibility
Matt O'Mara	Fire Control Officer	Office/Evacuation point
Kat Moss	Deputy Fire Control Officer	Office
Paul Coxhead	Fire Warden	Workshop/Office
Beth Williams	Fire Warden	Office

SITE PLAN (Not to scale)

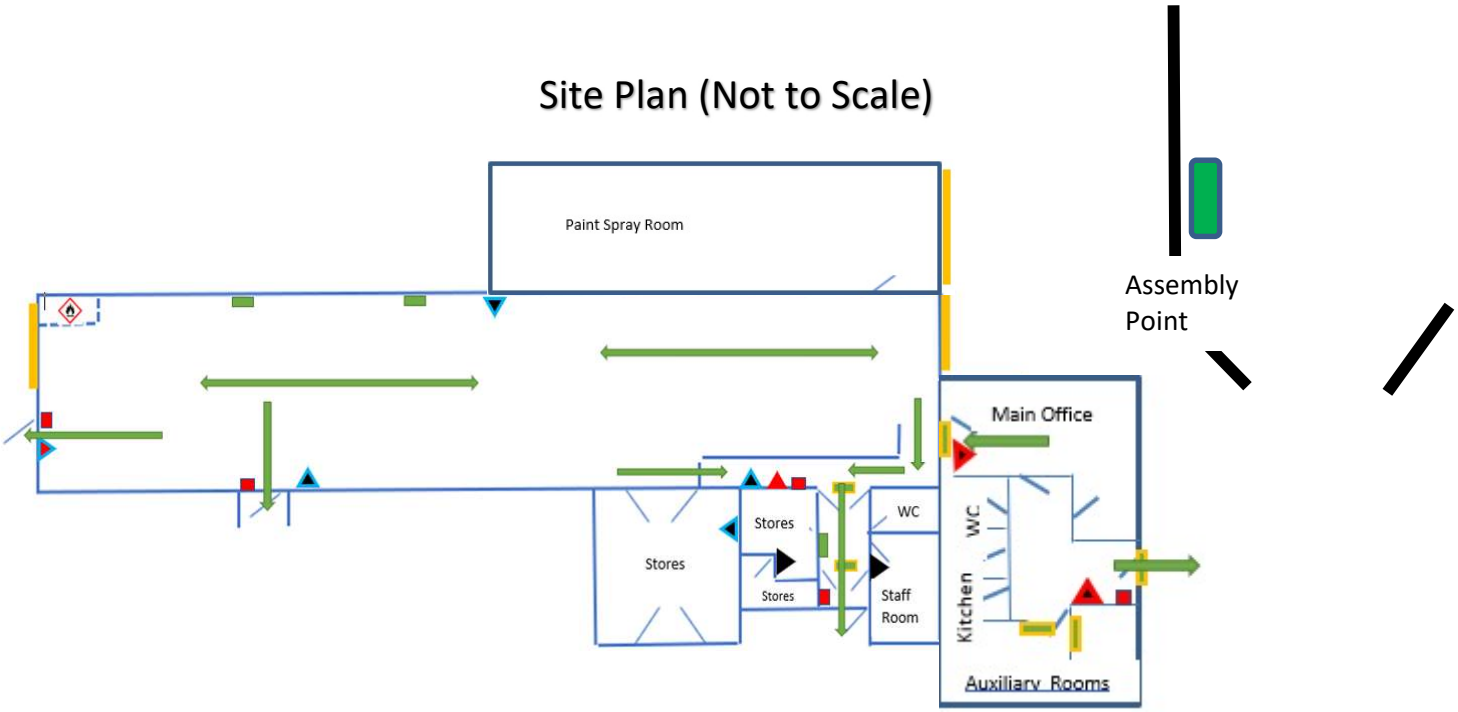
Car Parking (Was the old Main Office area)

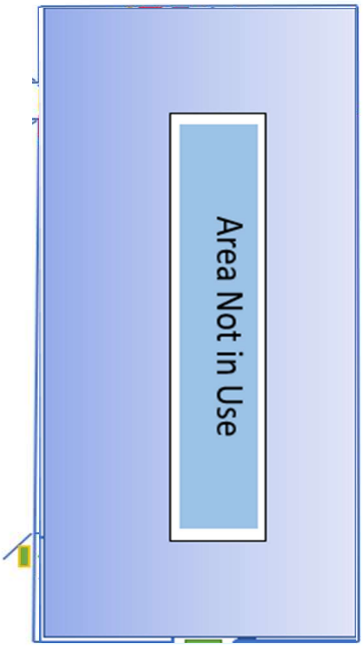


Workshop (Not to Scale)



Site Plan (Not to Scale)





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