

## FIRE SAFETY POLICY

IntaPeople Ltd ensures that the Regulatory Reform (Fire Safety) Order 2005 is complied with. It is our priority to ensure that the risk of fire is minimised by undertaking regular risk assessments, having suitable fire precaution systems in place and robust procedures for the evacuation of the building in case of a fire. The procedures are designed to ensure all staff and visitors respond calmly and effectively in the event of a fire.

Our policy is that:

- no life be put in jeopardy in anyway whatsoever
- that evacuation procedures are regularly tested
- that the responsible person will undertake a fire safety risk assessment on a regular basis
- that suitable fire precaution systems are implemented and followed
- that fighting any fire is only undertaken when there is no risk to a person or persons and that person has received appropriate training.

### Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- a fire risk assessment has been undertaken which will be reviewed annually (*however, more frequent reviews will occur if there are changes that will impact on its effectiveness*)
- the fire evacuation procedures will be practiced at least annually
- training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire marshals
- all new members of staff and temporary employees will be provided with induction training on fire safety
- all escape routes will be clearly signed and kept free from obstructions at all times
- all fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager
- alarm systems will be tested regularly. Staff will be told when a test is scheduled
- any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting

### Procedures in the event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with emergency evacuation procedures.

### Emergency Evacuation Procedures

All staff, all contractors and visitors are shown the emergency evacuation notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm.
2. Leave the building via the nearest exit (it is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked) quietly and calmly, no one should talk or run.
3. Make your way to the assembly point (Oxford Lane Car Park)
4. Do not take anything with you. Shut doors and windows behind you.
5. The Fire Warden will summon the Emergency Services if the alarm sounds.
6. The Fire Warden will take the register as soon as you reach the assembly point
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to The Fire Warden, who will inform the Fire Brigade.
8. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

9. Remain at the assembly point until the all clear is given.

### **Role of The Fire Warden**

- to encourage staff around you to evacuate and to proceed to the assembly point
- to report to the person in charge, noting any absentees.
- to gather all information regarding the evacuation
- to establish if it is a genuine fire or false alarm
- to ensure that the fire brigade has been called
- to liaise with the fire brigade on its arrival.

### **Role of the Health & Safety Manager**

The Safety Manager is responsible for ensuring that:

- The fire safety policy is kept under regular review by Directors and the Safety Management Team
- Everyone (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff.
- Procedures and arrangements for emergency evacuation are regularly tested.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

### **Fire Fighting Equipment**

Fire-fighting equipment (commonly known as “fire extinguishers”) are located throughout the office. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their location. The main purpose of fire extinguishers is to clear a path to an exit.

Only members of staff trained in use of the equipment should ever attempt to tackle a fire and even then only if it is very minor and poses no significant threat to the occupants of the building.

### **Fire Risk Assessment**

The Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

The fire risk assessment is based on a consideration of the three things needed for a fire to ignite or burn which are:

- A source of ignition
- Fuel
- Oxygen

**Briefing New Staff and Communication**

All new staff, are given a briefing on the emergency evacuation procedures on their first day at IntaPeople. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. All new staff are shown how to activate the fire alarms if they see or smell a fire. We keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.