



Mercedes-Benz

Policy document

Fire Safety Policy

| | |
|------------------------|--|
| Type | Staff Handbook |
| Audience | All staff, contractors and sub-contractors |
| Contractual | Yes |
| Created | January 2019 |
| Date for Review | January 2020 |
| Board sign-off | January 2019 |
| Owner | Group HR Manager |

Policy content

| Topic | Page | Topic | Page |
|-------------------------|-------------|---------------------------------|-------------|
| General Statement | 2 | Communication | 3 |
| The Responsible Person | 2 | Procedures | 3 |
| Competent Persons | 2 | Fire Prevention and Precautions | 4 |
| Documentation & Records | 3 | Fire Drills | 5 |
| Employee's Duties | 3 | Duties of Fire Marshals | 6 |
| | | Fire Procedures | 7 |

1. General Statement

Sparshatts of Kent is a responsible employer that takes our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the **Regulatory Reform (Fire Safety) Order 2005 (The Order)**

This policy addresses our obligation under the order that requires the company to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action

Due to its importance, this fire policy also forms part of our overall health and safety policy.

2. The Responsible Person

The company has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The person appointed is: Joanne Jackson, Group HR Manager

N.B Where responsibility is shared with other responsible persons (e.g. adjacent premises, Landlord / Tennant or multiple tenancy building) we are required to co-operate by sharing information and collaborating in provision of measures.

3. Competent Persons

The company will appoint competent persons to carry out the following duties:

- Fire Warden(s)
- To carry out fire fighting duties
- Make contact with the emergency services
- Assist in evacuations.

The names and duties of all competent persons will be displayed on the safety notice board(s) within the premises.

NB. A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

4. Documentation & Records

The keeping of good records allows the company to prove that we have acted responsibly. The following records will be kept (together, in the same file) at all company premises:

- The fire safety policy
- Fire evacuation procedures
- Detailed records of all fire training.
- A record of all fire drills (at least one per year) listing all attendees, evacuation times and any comments.
- Records of weekly tests of fire alarms, fire exits.
- Records of weekly flow tests of sprinkler systems (where fitted)
- Records of wet and dry tests of dry rising mains (where fitted)
- Record of annual inspection and test of all fire fighting equipment
- Records of periodic tests of emergency lighting (where fitted)
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems

5. Employee's Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

6. Communication

We will ensure that any person we employ (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will 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.

7. Procedures

The company has introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken by a competent person, which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practiced at least annually.

- All employees will be given training, including 'the action to be taken' when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- All escape routes will be established, kept in good working order and free from obstruction at all times. Operation of fire exit doors will be tested and recorded in the fire log on a weekly basis.
- Fire fighting equipment will be provided. In general, this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- This policy forms part of employee's terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.

Fire Prevention and Precautions

1. It is the policy of Sparshatts of Kent Ltd to take all necessary measures to prevent an outbreak of fire, and to ensure the safety of staff if a fire should occur.
2. Fire Precautions

- a) Exits and exit routes must be clearly marked and must not be obstructed nor locked at any time during working hours.
- b) All fire extinguishers must be unobstructed and positioned on routes of exit.
- c) Fire equipment will be inspected and maintained by an authorised contractor at intervals of not more than 12 months.
- d) Between annual inspections, and as the occasion arises, the company will designate a person to be responsible for ensuring that used/damaged/missing fire extinguishers are replaced.
- e) Any damage found to any item of fire equipment is to be reported at once to a responsible person.
- f) Smoking is permitted only in designated areas.
- g) All sources of ignition must be removed from the vicinity of flammable liquids or vapours.
- h) Waste materials must not be allowed to accumulate in such a way as to create a fire risk.
- i) Any damaged or defective smoke detector or alarm call point must be repaired/replaced as a matter of the greatest priority.
- j) The fire alarm system will be checked weekly at a regular time during working hours by operation of manual call points. A different call point will be tested on each occasion, by rotation.
- k) Fire marshals must check audibility of the alarm during weekly tests and must report inaudibility to a responsible person.
- l) Staff must be aware that the fire alarm can sound for various reasons: fire, fire drill, bomb threat, false alarm, malfunction, vandalism etc, so every sounding of the alarm must be taken seriously.

3. Fire Drills

- a) The objectives of holding practice evacuations are to test the effectiveness of the system, to familiarise staff and to identify where improvements may be required.
- b) A practice evacuation will be carried out not less than once per year, and more frequently if so, required by the Fire Certificate at any particular location.
- c) The organiser must obtain the active co-operation of other managers responsible for staff in the building.

- d) The organiser must obtain co-operation of the landlord's agent or caretaker in buildings where Sparshatts of Kent Ltd staff are tenants.
- e) The organiser must obtain the co-operation of the local fire brigade. They will need to know that it is a practice alarm and that large numbers of people may congregate in a public thoroughfare.
- f) Where the alarm system is directly linked into an external monitoring system, the operators of the system must be made aware of the test.
- g) Where considered appropriate, the fire authorities may be invited to monitor and advise on the effectiveness of the drill.
- h) The date and timing of the drill should take into account any special function of the staff working in the area to be evacuated, and should be agreed after discussion between the General Manager and fire marshals.
- i) Exemptions from participation by individuals should only be granted in essential and exceptional circumstances.
- j) Managers of departments should be advised of the drill where any persons may need special care and attention during evacuation, e.g. staff who have limited mobility, deafness, etc.
- k) The organiser should monitor the drill and meet afterwards with fire marshals to discuss the effectiveness of the exercise.
- l) The time of the evacuation should be kept away from the time of the weekly alarm test.

4. Duties of Fire Marshals

- a) The General Manger in consultation with the Group HR Manager is responsible for appointing an adequate number of fire marshals and deputies.
- b) When the fire alarm sounds, the fire marshal will walk the area to ensure that there is nobody within that area. The check will include toilets, plant rooms and any area not in direct view.
- c) If anyone is in difficulty, they should be assisted to a safe area (eg a stairwell) and left to be rescued by the emergency services.
- d) Fire marshals should go to the assembly point and report to the senior person. Give exact details of any problems, or persons who need assistance, so that the emergency services can be told. This will allow early search and rescue to take place.

- e) Conduct a roll call to establish that all staff and visitors have left the premises.
- f) Fire marshals must be prepared to return to a position outside a fire exit to stop people entering or returning to the building before authorised.
- g) It is essential that at no time the fire marshal puts themselves at risk.
- h) Ascertain whether the fire brigade have been called and make arrangements if they have not.
- i) When the emergency services arrive, liaison must be established with the Senior Fire Officer, and all the information received from fire marshals must be relayed to this Senior Fire Officer so that suitable action can be taken.
- j) Fire marshals will be guided by the Senior Fire Officer in relation to return into the building or further relocation from the assembly point.

5. Fire Procedures

- a) In the event of fire, do not panic and **do not take any personal risk**. If the fire alarm should sound, or if you are given instructions by a fire marshal or other responsible person, evacuate the building **immediately**.
- b) Leave the room, closing doors and windows behind you. Do not stop to collect your personal possessions.
- c) Sound the fire alarm from the nearest call point and inform a responsible person.
- d) If this is not possible, call the fire brigade by dialling 999.
- e) Do not stand and watch, nor make any attempt to remove vehicles or property.
- f) Do not use the lift.
- g) When the alarm sounds, go to the designated fire assembly point and wait there until everybody has been accounted for.
- h) Remember that no matter which fire exit you use, you must still go to the designated assembly point.
- i) Do not forget to help and guide visitors or contractors who may be in the building at the time.
- j) **If it safe to do so**, and only if you have been trained in the correct use of a fire extinguisher, attempt to tackle the blaze. Always sound the alarm first.