

Fire Safety Policy

1 **Policy statement**

Highlander International are fully committed to protecting the Health, Safety and Welfare of all our employees, visitors, clients, public and anyone who might be affected by our acts or omissions.

The Fire Safety policy helps stop the risk of Fire from happening and, if there is a Fire, makes sure that all employees, visitors, clients, and public can evacuate safely.

We can only successfully implement any Health and Safety policy with the full co-operation and commitment of everyone who falls under its scope.

2 **Responsibilities**

Responsible Persons

Under Fire Safety legislation the 'responsible people' for Fire Safety Management are those who control the budget for Fire Safety provisions and maintenance.

For Highlander International, this will be:

- Brian Bingham & Stephen Duffy for preventative and protective measures for providing information, Instruction and Training
- Supply and maintain all Fire Prevention and Detection Equipment and Systems
- Manage suppliers responsible for the maintenance of all Fire Prevention and Detection Equipment and Systems
- Supply and install all Fire Precaution and Emergency Evacuation Signage
- Advise service providers of company policies and procedures
- Implement fire risk assessment recommendations within the recommended timescale

Responsibility of Managers

Managers must:

- Make sure all new members of staff, suppliers and workers have been given an induction on the local emergency evacuation procedures.
- Assist with the appointment of Fire Co-ordinators, Fire Wardens or Fire Marshals
- Keep appropriate housekeeping standards in their area of responsibility

Responsibility of all personnel onsite

They must:

- Familiarise themselves with their building emergency evacuation procedures
- Keep appropriate housekeeping standards in their immediate work area

Responsibility of Fire Wardens/Marshals

They must:

- Keep a suitable standard of Fire Safety Management for the site
- Co-ordinate Fire evacuation for their site
- Update and maintain the Fire evacuation plan
- Update and maintain all site inspections/fire alarm testing and all other documents in the Fire Log Book
- Co-operate with the Fire and Rescue Service on all Fire-related issues

Responsibility of office staff (if applicable)

They must:

- Make sure that all visitors are told of the company evacuation procedures when they arrive
- Phone the Fire & Rescue Service by dialling 999 when there is a Fire

3 Guiding principles

We aim to:

- Provide a 'Fire Safe' environment in our property in line with current legislative requirements
- Give up-to-date information to our employees, suppliers, workers and visitors to make sure they're safe at all times
- Carry out Fire Risk Assessments and make sure that the recommendations are put into place within a specified time
- Mitigate the effects of a Fire to any surrounding properties and environment
- Give adequate and regular training for all appointed staff
- Co-operate fully with the Fire and Rescue Service in any inspection or investigation

4 Procedures

If you hear the Fire Alarm:

DO NOT:

- Panic
- Stop to collect any personal belongings
- Carry any drinks
- Smoke at the assembly point (Street)
- Block the route for emergency vehicles

DO:

- Evacuate by the nearest, safest route
- Assemble at the nearest, safest assembly point (Car Park)
- Wait for further instructions from the appointed Fire staff

If you discover a Fire:

- Activate the nearest Fire call point and evacuate as normal

Appointed Fire Warden (if appointed) must:

- Liaise with the Fire and Rescue Service when they arrive, telling them any relevant information, for example missing people, where the Fire is
- Once the all clear has been given by the Fire and Rescue Service, communicate the all clear to Fire Co-ordinators to enable a safe return to the building

Fire Wardens (if appointed) must:

- Actively encourage members of staff, visitors and public to evacuate the building safely
- Make sure all areas are evacuated, including toilets, where it's safe to do so
- Evacuate the building
- Report the safe evacuation to the Fire Warden at the assembly point