

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Safety Management (fire prevention, systems, compliance & records)

Purpose

To establish the arrangements necessary to prevent fire, protect persons from the effects of fire, maintain fire safety systems, and ensure compliance with applicable fire safety requirements. This procedure supports, but does not replace, the evacuation arrangements detailed within SM-16 Emergency Evacuation Procedure

1. Scope

This procedure applies to:

- All premises occupied by the Company.
- Offices, workshops, warehouses and stores.
- External operational areas where fire risks have been identified.
- All Team Members, contractors and visitors.
- All fire safety equipment, systems and facilities provided by the Company.

2. Responsibilities

2.1 Centre Responsible Director

The Centre Responsible Director shall ensure that suitable fire safety arrangements are implemented, maintained, monitored and periodically reviewed to safeguard all persons on company premises.

This shall include, ensuring:

- Fire Risk Assessments are completed and reviewed.
- Fire alarm systems are maintained.
- Emergency lighting is inspected and tested.
- Firefighting equipment is maintained.
- Escape routes remain available.
- Fire safety records are retained.
- Fire drills are completed.

The Centre Responsible Director may delegate specific fire safety duties to competent nominated persons; however, overall accountability for compliance with this procedure remains with the Centre Responsible Director

2.2 Centre Support Manager

The Centre Support Manager shall:

- Monitor compliance with this procedure.
- Coordinate fire drills.
- Track Fire Risk Assessment actions.
- Maintain communication with the QHSE Team regarding fire safety matters.

Date of Issue: October 2026

Page 1 of 6

Revision 9

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Safety Management (fire prevention, systems, compliance & records)

2.3 Team Leaders

Team Leaders shall:

- Promote compliance with fire safety arrangements.
- Maintain good housekeeping standards.
- Ensure defects or hazards are reported promptly.
- Support evacuation drills and risk assessment actions.

2.4 All Team Members

All Team Members shall:

- Comply with fire safety arrangements.
- Maintain standards of housekeeping.
- Keep fire exits and escape routes clear.
- Report fire hazards immediately.
- Participate in fire drills and training as required.

3. Fire Prevention

Suitable measures shall be implemented to reduce the likelihood of fire.

These shall include:

- Good housekeeping standards.
- Regular removal of combustible waste.
- Minimising unnecessary storage of combustible materials.
- Controlling ignition sources.
- Appropriate storage of flammable substances.
- Prohibition of obstructing fire exits, fire doors, alarm call points or firefighting equipment.
- Ensuring smoking and vaping restrictions are followed.
- Maintaining separation between combustible materials and heat sources.

Any defective equipment that could present a fire hazard shall be removed from service immediately and reported to management.

4. Escape Routes and Emergency Exits

The Emergency Evacuation Procedure is detailed in SM-16.

Escape routes shall:

- Be kept clear and unobstructed at all times.
- Be adequately illuminated.
- Be clearly signed.
- Lead to a place of safety.
- Be suitable for the number of occupants.

Date of Issue: October 2026	Page 2 of 6	Revision 9
------------------------------------	--------------------	-------------------

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Safety Management (fire prevention, systems, compliance & records)

- Include provisions for persons requiring assistance.
- Be regularly inspected.

Fire Action Notices shall be displayed at prominent locations throughout company premises.

Where appropriate, floor plans identifying fire exits, firefighting equipment and alarm call points shall be displayed.

5. Fire Alarm Systems

Suitable fire detection and alarm systems shall be provided where required by the Fire Risk Assessment.

The following inspections shall be completed:

Daily

- Visual check of the fire alarm control panel to confirm normal operation.

Weekly

- Test of at least one alarm call point in rotation.
- Verification of alarm audibility.
- Test of automatic door releases where fitted.
- Verification of automated roll call systems where applicable.

Annually

- Inspection and servicing by a competent contractor.

6. Emergency Lighting

Emergency lighting shall be installed where required by the Fire Risk Assessment.

Monthly

- Functional tests shall be completed to confirm operation during power failure conditions.

Annually

- Full duration testing shall be conducted by a competent contractor.

Records of testing and maintenance shall be retained in accordance with Section 13 of this procedure.

7. Fire Doors

Fire doors shall:

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Safety Management (fire prevention, systems, compliance & records)

- Be maintained in good condition.
- Remain unobstructed.
- Not be wedged open unless an approved automatic release system is fitted.
- Close and latch correctly.
- Be inspected regularly.

External fire exits shall be inspected at least monthly to confirm they remain serviceable and unobstructed.

8. Firefighting Equipment

Portable firefighting equipment shall:

- Be provided in accordance with the Fire Risk Assessment.
- Be located in designated positions.
- Be clearly identified.
- Remain unobstructed and readily available for use.

Monthly

A competent person shall complete a visual inspection confirming:

- Equipment is present.
- Equipment is undamaged.
- Equipment has not been discharged.
- Access remains unrestricted.

Annually

All portable firefighting equipment shall be inspected and serviced by a competent contractor.

9. Contractor Controls

Contractors carrying out activities that may create a fire risk shall comply with company safety procedures.

This includes:

- Hot work activities.
- Welding, grinding or cutting operations.
- Electrical installation or maintenance work.
- Any activity involving open flames, sparks or significant heat generation.

Where applicable, Permit-to-Work controls shall be implemented before work commences.

Contractors shall maintain suitable housekeeping standards throughout the duration of the work.

10. Electrical Fire Safety

Date of Issue: October 2026	Page 4 of 6	Revision 9
------------------------------------	--------------------	-------------------

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Safety Management (fire prevention, systems, compliance & records)

Electrical equipment shall be:

- Suitable for its intended purpose.
- Maintained in a safe condition.
- Used in accordance with manufacturer instructions.

Team Members must not use damaged electrical equipment.

Defective plugs, sockets, leads or equipment shall be removed from service immediately and reported for repair or replacement.

Unauthorised personal electrical appliances shall not be brought onto site without management approval.

11. Fire Risk Assessment

A suitable and sufficient Fire Risk Assessment shall be completed for each Centre.

Fire Risk Assessments shall:

- Be reviewed annually.
- Be reviewed following significant changes to premises, layout, equipment, processes or occupancy.
- Identify corrective actions with target completion dates.
- Be communicated to relevant responsible persons.

The QHS Team shall be consulted regarding proposed changes that may affect fire safety arrangements or the validity of the Fire Risk Assessment.

The Responsible Person shall ensure suitable arrangements are in place for persons requiring assistance during evacuation, including the development and maintenance of Personal Emergency Evacuation Plans (PEEPs) where necessary.

12. Fire Drills

Emergency evacuation drills shall be conducted at least every six months.

The Chief Fire Marshal shall:

- Plan and coordinate drills.
- Record evacuation performance.
- Document observations.
- Track corrective actions to completion.

The HR-QHSE Director shall be informed prior to planned drills.

A QHS Advisor shall observe at least one evacuation drill per centre annually and report findings to the QHS Manager.

Date of Issue: October 2026	Page 5 of 6	Revision 9
------------------------------------	--------------------	-------------------

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Safety Management (fire prevention, systems, compliance & records)

Emergency evacuation requirements are detailed within SM-16.

13. Records

The Centre Responsible Director, or nominated deputy, shall ensure that all fire safety records are maintained and are available for inspection.

Records shall include, where applicable:

- Fire Risk Assessments.
- Fire alarm inspection and testing records.
- Emergency lighting inspection and testing records.
- Fire extinguisher inspection and maintenance records.
- Fire door inspection records.
- Fire drill records.
- Fire Marshal training records.
- Contractor service reports.
- Records of corrective actions arising from inspections, drills or Fire Risk Assessments.

Records may be retained electronically, in hard copy, or within approved company management systems, provided they remain accessible and protected from loss or damage.

14. Training

Suitable fire safety training shall be provided to:

- New Team Members.
- Chief Fire Marshal and Fire Marshals.
- Responsible persons with fire safety duties.

Training shall include:

- Fire prevention.
- Raising the alarm.
- Fire safety arrangements.
- Escape routes.
- Fire Action Notices.
- Use of firefighting equipment where appropriate.
- Responsibilities under SM-16 and SM-17.