

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-17

Fire Precautions

Precautions in place in order to provide the infrastructure and instruction necessary to ensure, so far as is reasonably practicable, the safety of all persons on all premises occupied by the Company from danger in the event of fire.

Procedure

- 1.0 The Depot Responsible Person will have the responsibility for ensuring that all arrangements under this procedure are in place and actioned.

Fire/Emergency Evacuation Facilities

- 2.0 The Evacuation Procedure is detailed elsewhere in this manual – SM-16.
- 2.1 The following general factors should be considered in the planning of an escape route:-
- i) the route must be sufficiently short and wide enough to allow speedy, safe evacuation, there should be alternative routes leading in different directions;
 - ii) every able-bodied person should be able to escape unaided;
 - iii) Less abled persons may require special arrangements according to individual needs.
 - iv) the route should lead directly to the open air;
 - v) the distance between work stations and the nearest fire exit should be minimised;
 - vi) the escape route should be adequately signposted and easy to follow;
 - vii) the provision of floor plans showing the various escape routes, location of call points and fire extinguishers;
 - viii) an abbreviated evacuation procedure (Fire Action Notice) must be posted at salient points throughout the building.

Maintenance and Testing

Fire Detection, Warning Systems and Escape Lighting

- 3.0 These systems will be in place as necessary.
- 3.1 The maintenance of fire alarm systems will be in accordance with the schedule below: -
- i) identification by location or numbering of all detectors and call points;
 - ii) a daily check of the indicator panel (if appropriate) to show normal operation; form Q101.
 - iii) a weekly test of at least one call point, in rotation, with an audibility test of alarm sounders; form Q101, and test of automated roll call documentation if applicable.
 - iv) a weekly test of all doors fitted with automatic releases if any; form Q101.
 - v) a monthly inspection of external fire doors; form Q101.
 - vi) an agreement with a competent contractor to annually service the system.
- A competent person may do items 3.1 i) to v) in house.
- 3.2 The maintenance of Emergency Lighting will be in accordance with the schedule below.
- i) a monthly test simulating failure to ensure that each lamp is illuminated; form Q101.

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- ii) an agreement with a competent contractor to annually test, simulating full failure for a minimum of 1 hour on 3-hour self-contained luminaries.

A competent person may do items 3.2 i) in house.

- 3.3 Contractor inspections and testing worksheets in respect of fire detection, alarm and escape lighting will be kept in the approved Record (Log) Book and details recorded on form Q101B.

Fire Fighting Equipment

- 4.0 Portable firefighting equipment should be in designated, clearly identified positions.
- 4.1 All fire extinguishers should be inspected monthly by a competent in-house person. The person carrying out the inspection (visual check) should ensure that extinguishers are in their designated locations, are unobstructed, have not suffered any obvious damage and have not been operated. Form Q101.
- 4.2 Additionally they must be inspected and tested annually by a third party under a service contract.
- 4.3 The date of such tests must be clearly marked on the extinguisher or on stout tabs attached thereto.
- 4.4 The record of annual third-party inspection and test will be a copy of the advice note/report submitted by the third party.
- 4.5 Records of inspections and testing in respect of firefighting equipment will be kept in the approved Record (Log) Book and details recorded on form Q101B.

Fire Drills

- 5.0 Fire Drills should be held at 6 monthly intervals and a record kept using form Q070 indicating the date, evacuation time, number of participants and observations. A record of all personnel involved should also be retained in the approved Record (Log) Book.
- 5.1 Depot Safety Champions will be responsible for arranging and conducting biannual emergency evacuation practice drills.
- 5.2 The HR-QHSE Director must be informed prior to any evacuation drill and these must be arranged with the co-operation of the Depot Responsible Person and if appropriate a Quality, Health, Safety & Environmental (QHSE) Advisor.

Fire Risk Assessment

- 6.0 A full and comprehensive Fire Risk Assessment is to be conducted and reviewed within 3 years.
- 6.1 3rd party providers will be used as appropriate to complete fire risk assessments at Leicester, Warrington, Castleford and Old Dalby. Risk assessments for network offices will be conducted internally by qualified persons and recorded on form Q087.
- 6.2 A copy of the risk assessment will be given to the relevant Depot Safety Champion detailing any corrective actions required and target resolution dates.

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- 6.3 The relevant Depot Safety Champion is to complete the necessary actions within the advised time scale.
- 6.4 The QHSE team must be notified of all proposals for changes to the workplace or work practice, which is likely to affect the validity of the current Fire Risk Assessment, in order for investigations into any additional requirements to be made.
- 6.5 The annual Safety Audits will be used to confirm the validity of Fire Risk Assessments between the planned review dates.

Records

- 7.0 A 'Log Book' must be kept, in which details of maintenance, inspections, tests, Q101(A,B) forms, fire evacuation drills (Q070), and visits by the Fire Service are recorded. All records will be retained for one year from the date of the last entry and be kept available for inspection at all times.
- 7.1 Form Q078 will form the first page to the "Log Book" and will be used to record useful telephone numbers/names, e.g. the number of the fire extinguisher maintenance contractor or the local fire service contact name and number etc.
- 7.2 The QSE Team will retain form Q087 for not less than 10 years.