**1. ABOUT THIS POLICY**

This policy covers the legal duties placed on us by the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health & Safety at Work Regulations 1999 (as amended) (in particular regulation 8 - Procedures for Serious and Imminent Danger).

**2. WHAT DO I NEED TO DO?**

In general, there are two things that need to be done. Firstly, your procedures for evacuating the building in the event of a fire should be published and known to all persons on site. This will include contractors, visitors and members of the public if applicable. Secondly, you must ensure that a Fire Risk Assessment is carried out.

**3. EVACUATION – WHAT IS REQUIRED?**

You are required by law to practice evacuating the premises at least once every year, taking into account all shifts. To achieve this you will need to do the following:

* Nominate an area or areas for people to go to once the building has been evacuated. These areas are known as ‘Assembly Points’ and must be clearly marked and accessible.
* Draw up a list of personnel on site and ensure that everyone can be accounted for during the evacuation. This MUST include visitors and contractors
* Evacuate the building and ensure that evacuation of the whole premises can be achieved in less than 3 minutes.

**4. HOW OFTEN DOES THE FIRE ALARM NEED TO BE TESTED?**

Every week. This is to ensure that everybody gets to hear the alarm and will know what it sounds like when it is used in a real emergency situation. Choose a time and a day when this is to be done and give somebody the responsibility for doing it. Record each test in a log book: -

* Ensure a record is kept of when the alarm is sounded
* Ensure you are aware of the testing schedule

**5. WHAT INFORMATION MUST I PROVIDE TO STAFF?**

All staff must be told what arrangements you have in place for dealing with a fire in the workplace. You must:-

* Ensure that they know where their Assembly points are
by clearly marking their location and informing people
where to go
* Ensure that they know where all the Fire exits are
* Ensure that they know what the Fire alarm sounds like by

testing it on a weekly basis

* Ensure that they know the location of the fire equipment within their work area. Only to be used if trained.

**6. HOW DO I PROVIDE THAT INFORMATION?**

You must ensure that all staff is properly inducted and that the arrangements you have in place for Fire and Emergency are part of this induction.

You must also publish your Emergency Evacuation Procedures on notice boards where people can see them.

Finally, you must also provide the same information to visitors and contractors.

**7. WHAT IS A FIRE RISK ASSESSMENT?**

Just as its name suggests, a Fire Risk Assessment is a document that you must draw up for your premises to ensure that all risks concerning fire are properly assessed and the appropriate level of controls are implemented to reduce those risks to the lowest level practicable.

A Fire Risk Assessment must be reviewed every 12 months unless significant changes are made which necessitate a more frequent review.

Your Fire Risk Assessment will be carried out either by an external fire consultant or by your trained Site Safety Adviser / Regional Safety Advisor. You are responsible for ensuring that this takes place.

**8. FIRE EXITS**

The Site Manager also has a responsibility to ensure that the means of escape are adequate at all times.

You must ensure that:

* All Fire Exits are clearly signed and kept closed and clear
of obstructions are all times
* Fire Exits are capable of being opened at all times – i.e. are not locked

**9. EMERGENCY ESCAPES ROUTES**

Emergency escape routes must be adequately and clearly signed and must not be obstructed.

**10. FIRE FIGHTING APPLIANCES**

An adequate number of suitable fire fighting appliances must be available.

Fire fighting appliances must be maintained in working order, wall
mounted wherever possible, clearly signed and accessible at all times.

Any appliances which are out of order must be removed or clearly
signed accordingly where removal is not possible.

**11. FIRE PREVENTION**

* Only heaters of a safety type installed by competent electricians may be used. Open radiant gas and electric fires are not permitted.
* All heaters are to be kept clear of combustibles, must never be covered and are not to be used for drying purposes.
* Electric cookers and gas appliances (canteen) must be switched off when not in use.
* Electric circuits not in use are to be switched off at the mains.
* Consistent checks must be made on plant which is left running or is in the process of cooling down.
* Doors and windows in unoccupied sections of a building are to be kept secure against unauthorised entry.
* All fire doors are to be kept closed and unobstructed on both sides.
* Waste and rubbish must be prevented from accumulating. A high standard of housekeeping prevents fires from starting.
* Flammable liquids or other dangerous substances must be kept in appropriate stores when not in use.
* Drip trays must be placed under all potential oil drips.

The appropriate permit to work must cover all hot work, this will be issued by the relevant airport authority (cutting/welding etc).

* A ‘Clear Area’ from all external walls is to be maintained around all buildings. No materials are to be stacked in these areas.
* Smoking is permitted only in the designated areas, with appropriate ashtrays.
* All electrical equipment used on site and the distribution system, must be checked and maintained in accordance with The Electricity at Work Regulations.

**12. PRACTICE FIRE DRILLS**

* Practice Fire Drills will be conducted and recorded at least every 12 months
* Practice Fire Drills will include the complete evacuation and roll call procedures
* This practice must be monitored and improvements made where necessary
* Fire Practices must include all shift patterns

**13. EVACUATION PROCEDURE**

When the alarm sounds leave the building by your nearest evacuation route. You must make yourself aware of the evacuation options available to you in the event of an emergency.

Department Heads/designated subordinates are responsible for ensuring their departments are clear of all personnel (this includes any visitors, contractors etc). If it is safe to do so close all windows and doors on leaving. These checks are to be done only if they can be done without additional risk.

All persons must proceed to their designated assembly points and remain there until told otherwise by the senior person on site. Individuals must make

themselves aware of their assembly point.

* A roll call will be taken at the Assembly Point to ensure all
personnel are accounted for
* Access to and egress from the site will be restricted during an evacuation
* Re-entry to the site will only take place when authorised by the Incident Controller

**14. STAFF TRAINING**

Induction training for all new personnel and temporary staff must include familiarisation with the Staff Fire Procedure

Location of all Fire Safety Equipment such as:-

 Alarms

Exits

Fire fighting equipment

Assembly points

Any site modifications which affect the Fire Procedure must be communicated to all staff and re-training given where appropriate.

A sufficient number of staff must be trained in the use of hand held fire-fighting extinguishers and categories of fire and the correct extinguisher to use

Refresher training for all personnel must be conducted within 3 years of previous training.

 The Incident Controllers must receive training in the Fire Evacuation Procedure.

**15. EXAMPLE OF STAFF FIRE PROCEDURE**

This procedure is provided as an example of a Fire and Emergency procedure and may be used and adapted to suit local arrangements.

**Raising the alarm**

**1. If you discover a fire**

* Raise the alarm by breaking the glass of the nearest alarm call point
* Only use fire extinguishers if trained in their use and if safe to do so, do not take risks

**2. If you hear the fire alarm**

* Leave the premises by the nearest available exit
* Close all doors behind you
* Go to the assembly point ……………….. at …………..
* Report to the person in charge, your Department Head at the Assembly Point designated to your department

**3. Calling the Fire Brigade**

Regardless of whether or not there is an automatic dialling facility to the Fire Service in the Fire Alarm Panel, each station must nominate a responsible person/position to call the Fire Service on hearing the alarm. You must ensure that everyone on site knows who this person is.

All members of staff must be aware of the local airport authority AOU Contact telephone number

**Do not:**

* Shout or run as this tends to cause panic
* Use Lifts ( if provided) to exit the building
* Re enter the building until an authorised person says it is safe
* Stop to collect your belongings

**Your Responsibilities**

* Know how to find the escape routes provided
* Know how to operate the fire alarm
* Know how to use the fire fighting equipment

**16. RELATED POLICIES**

Risk Assessment

First Aid

**17. DOCUMENTATION**

Fire Risk Assessment Form

