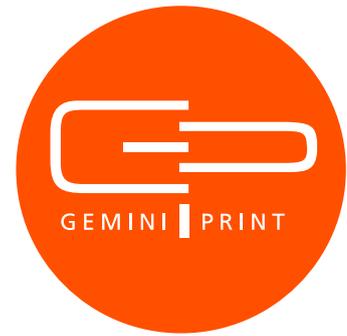


# Fire Policy

## Units A1/B1/B2/B6/A5



**Date of policy: 19th October 2018**

**Review date: October 2019**

**Updated July 2019**

### General Statement

Gemini Print will undertake to do all that is reasonable to prevent fires in any of the organisations premises and will comply with the Regulatory Reform (Fire Safety) Order 2005. In addition, fire precautions will be in place to minimise the effect of a fire should one break out. In the event of a fire occurring, the first priority must be to save lives. Saving of buildings and equipment is a secondary consideration. However, damage caused by fire can seriously disrupt the business and every reasonable effort will be made to prevent such damage occurring.

### Responsibilities

The responsibility for ensuring this policy is adhered to ultimately lies with the Managing Director who is the 'responsible person' as required by The Regulatory Reform (Fire Safety) Order 2005. However, all staff have a responsibility for following the procedures and being constantly vigilant of fire hazards. In addition, Fire Wardens will be appointed to take on very specific responsibilities in relation to fire. The Facilities and Maintenance Manager will be responsible for ensuring all necessary maintenance and tests of Fire equipment and electrical systems are carried out and making sure any actions identified in the Fire Risk assessments are implemented.

### Fire Wardens

A sufficient number of fire wardens will be appointed to cover each unit.

(See Appendix 1 for the list of fire wardens and their areas of responsibility)

Fire wardens will be responsible for

- Carrying out routine checks on Fire hazards, Fire extinguishers and Fire routes
- Ensuring that everyone in their designated area has been evacuated in a fire situation
- Only fighting a small fire if it is safe to do so and they feel confident

## Senior Staff

Prior to leaving the premises the senior staff member in each unit will carry out a check for latent fire hazards if safe to do so i.e.

- All electrical appliances have been turned off
- All combustible waste removed
- All flammable liquids stored in cabinets
- All cylinders shut off
- All internal doors shut
- Premises secured

## General Fire Prevention

The foundation of good fire prevention procedures is a programme of inspections and assessments, which has the object of identifying fire hazards, assessing the risks and devising control measures. Formal Fire Risk assessments will be carried out for each unit as required by the Regulatory (Fire Safety) Order. These will identify the significant fire hazards and what needs to be done to reduce the risk of those hazards causing harm to as low as is reasonably practicable. In addition, the Fire Risk assessment will identify what physical fire precautions and management arrangements are necessary to ensure the safety of all people in each of the premises if a fire does start.

The following general areas in particular will be addressed:

- **Housekeeping** – Good housekeeping will be maintained and in particular the buildup of waste and clutter to be avoided and the unauthorised storage of items in inappropriate areas. The storage of combustible materials to be kept to a minimum and away from electrical fittings
- **Electrical safety** – All portable appliances will undergo regular PAT testing. The mains electrical installations will be tested every 5 years. Any faulty equipment will be switched off and removed.
- **Gas safety** – regular inspection and servicing of all gas equipment will be carried out
- **Smoking** – ‘no smoking’ restrictions will apply. Smoking will only be allowed in designated smoking areas and all smoking materials to be disposed of in the appropriate container
- **Control of Contractors** – All contractors will only carry out work approved and supervised by management and the contractors policy followed. Any work that generates heat will be subject to a Hot Work permit
- **Flammable Liquids** – Flammable liquids kept in the working areas will be kept to a minimum. All stocks of flammable liquids will be stored in fire proof cabinets

- **Fire fighting equipment** – All fire fighting equipment will be subject to regular inspection and servicing
- **Alarms, smoke/heat detectors, emergency lighting** – The fire alarm system will be tested at least once per week and serviced regularly
- **Evacuation routes** – All internal evacuation routes will be clearly signed and clear of all obstructions. All Final exits from each unit will be always kept clear of any obstructions

## Training

All staff should be regularly reminded of the need for vigilance in fire prevention. Training should include such subjects as the causes of fire and how fire spreads. All new staff will be given information on the fire evacuation procedure and location of fire exits, call points etc. as part of their induction on their first day. All staff will receive fire awareness training and/or information annually. In addition, those staff who have been designated Fire Wardens will receive further appropriate training including the practical use of fire extinguishers. A full fire drill will be carried out at least once a year.

## Fire Alarm

Automatic Fire alarm systems conforming to BS 5839 & 5266 Bsi are installed in each unit. These will be tested weekly by call points in rotation.

## Assembly Points

Suitable assembly points will be designated for each unit. (see appendix 2) These will be clearly signed.

## Fire Fighting Equipment

A suitable number of Fire Extinguishers and/or fire blankets will be located in each unit to reflect the various fire hazards. These will be either hung on brackets on a wall or in a stand with appropriate signage. All fire extinguishers must be always clearly visible and never obstructed. All firefighting equipment will be maintained and inspected every year by a competent contractor. Fire extinguishers will also be checked routinely to make sure they remain full and their safety tag in tack and not obstructed. Fire blankets will be discarded after use.

## Emergency Lights

Emergency lights will be fitted in suitable locations in all units to enable safe evacuation from the premises should the electrical supply fail. All emergency lights will be subject to monthly checks and an annual full discharge test.

## Fire Notices

Fire Action notices will be prominently displayed throughout all buildings and all staff will be made aware of the full procedures that relate to their building.

## **Disabled People**

Arrangements for the safe evacuation of persons identified as being especially at risk will be implemented. A PEEP (Personal Emergency Evacuation Plan) will be prepared for any staff with either a permanent or temporary disability. A general Personal evacuation plan will be implemented for any disabled visitors.

## **Security**

When unoccupied, all units will be secured and alarmed.

## **Evacuation Procedure**

See Appendix 2 for the general evacuation procedures for all units.

## **Records**

Records will be kept of the following;

- Weekly fire alarm test

- Emergency lighting checks monthly and annual discharge test

- Fire Doors and fire exits

- Monthly Fire Extinguishers

- Annual Fire Extinguisher inspections by contractor

- Annual Fire Alarm inspection by contractor

## Appendix 1

### List of Fire Wardens and assembly points

Location	Assembly Point	Fire Warden Zones	Fire Wardens
<b>Unit A1</b>	B1 Carpark	Ground Floor	Neil Yates Luke Metcalfe
		First Floor	Tracey Cooper
<b>Unit B1</b>	A1 Carpark	Ground Floor	Howard Lillie
		First Floor	Dave Murley
<b>Unit B2</b>	Car Park 26 Dolphin Road	Ground Floor	Howard Lillie Katie Mills
		First Floor	Steve Floyd
<b>Unit A5</b>	In front of B6	Ground floor	Peter Kelly Lee Cable
<b>Unit B6</b>	A5 Forecourt	Ground floor	Alison Bedson James Clark
<b>All Units</b>			Mark Gretton

## Appendix 2

# Fire Evacuation Procedures

## Gemini Print Southern Limited

### Action to be taken by person discovering the fire

- Raise the alarm by operating the nearest fire alarm call point
- Call the emergency services by dialing 999 and ask the emergency services for FIRE stating clearly the address of the location of the fire. Do not replace the receiver until the emergency services operator has repeated this information
- The person discovering the fire may tackle the fire but only if trained and it is safe to do so. If in doubt GET OUT.
- Leave the premises immediately by the nearest available exit
- Assemble at the assembly point
- Remain at the assembly point until a roll call is taken
- Follow the instructions of the fire wardens and/ senior member of staff

### Action to be taken on hearing the alarm

- All staff and visitors must leave the premises immediately by the nearest available exit. Do not stop to take personal belongings
- Assemble at the assembly point
- Remain at the assembly point until a roll call is taken
- Follow the instructions of the fire wardens and/or senior member of staff
- Fire wardens will sweep their designated areas to make sure no one is left in the building
- The first fire warden to reach the assembly point having cleared their area will take charge at the assembly point.
- The senior member of staff or Fire Warden will liaise with the Emergency Services relaying all relevant information regarding the evacuation and location of the fire

**No one must re-enter the building until the Fire Service has deemed it is safe to do so.**