



Site Emergency Plans





Fire Escape plan

A complete fire escape plan is available for each worker.

All employees are aware, or will be informed about the fire escape plan, and where to find the instructions. First aid workers are certified and have annually an official follow up course to maintain their knowledge about first aid related action.

Per year there is a fire escape drill for all employees. This will be evaluated and where needed improved and registered.

Fire Safety Policy/Procedures Contents: Fire Safety Policy

1. General Statement
2. Employees Duties
3. Communication
4. Procedures
5. Emergency Evacuation Plan Fire

1. General Statement:

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors. These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

2. Employee Duties:

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

3. Communication:

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

4. Procedures:

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the First Aid workers.
- The fire evacuation procedure will be practiced ones annually. A record will be kept of the date and the time taken to evacuate the buildings.



- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training. Escape routes shall be checked regular by the First Aid workers or their 'responsible person'.
- Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- Alarms are checked every year by a suitable contractor and tested weekly.
- Emergency lighting is checked every year by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- All visitors must be logged into the Visitors Book in the central hall on arrival on site.

5. Emergency Evacuation Plan:

NB: To try and account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Health and Safety Officer or acting officer Manager shall temporarily allocate the function to an alternative suitably trained member of staff.

- If you discover a fire:

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located on every floor and can be activated by pressing hard against the glass. Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. Inform the Health and Safety Officer/Fire Marshals as to the location of the fire. If you are with a visitor, ensure they accompany you. If possible, the First Aid workers should bring the visitor's log book.

- If you hear the fire alarm:

Leave the building immediately using the nearest available fire exit. Procedures will be in place regarding which floors/rooms the fire marshals will check.

- Fire Alarm Status:

In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible.