**FQM LIMITED**

**XXX-OP-031**

**Fire Safety Procedure**

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| **Revision History** | | | | |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

The purpose of this document is to define what steps our employees must undertake in the event of a fire emergency situation to ensure the safety of themselves and others.

1. **Scope**

The scope of this procedure is to establish the key roles and responsibilities of nominated personnel on site.

1. **Relevant Documentation**

Fire Safety Personnel Poster/Evacuation Procedure

Emergency Contact Numbers

Emergency Equipment Weekly Checklist (Mango)

Fire Equipment Monthly Checklist (Mango)

Fire Roll Call Record

1. **Definition**

n/a

1. **Responsibilities**

Fire Marshall and Fire Wardens are appointed and trained within [COMPANY NAME], and pictures of appointed personnel are displayed on our noticeboards.

In the event that a Fire Marshall/Warden is on leave or absent, arrangements must be made for temporary deputies to be appointed. In the unlikely event that the Fire Warden/Marshall is unavailable, then the most senior manager on-site during the alarm is to assume control of the situation.

The priority for all individuals is to evacuate the buildings safely and in a controlled manner.

* 1. **Fire Marshall Duties**
* Attend the Muster Point and liaise with the Fire Wardens to ensure all areas are evacuated.
* Contact the emergency services (on 999) based on the information provided above and inform them of the known facts.
* Confirm the total head-count and identify any persons not accounted for.
* Collate all necessary information (location of fire, severity, personnel accounted and unaccounted for, measures taken etc.,) in order to brief the Emergency Services on their arrival.
* If information pertaining to the fire cannot be determined, and provided it is safe to do so, re-enter the building and examine the Fire Alarm Panel to confirm the source of the alarm or fire.
* Prevent access to new personnel e.g., other staff or visitors, delivery drivers and their vehicles by re-directing them to another part off site.
* Liaise with and provide the emergency services with a plan of the site, advising the locations of any notable hazards and high-risk substances e.g., chemicals, gas cylinders etc.
  1. **Fire Warden Duties**
* Act as a “sweeper”, ensuring all areas in your responsibility are completely cleared of personnel. This includes physical sweeps as well as verbal (calling out) e.g., all toilet areas, offices etc.
* Report to the Muster Point and confirm which areas have been swept clear and any discrepancies; retrieve the roll-call register and direct / check off arriving personnel.
* Ensure personnel who are checked off assemble in an orderly manner to aid headcount.
* Report the physical headcount to the Fire Marshall and any unaccounted for personnel.
* Assist the Fire Marshall in accounting for the whereabouts of any personnel who have signed in, but are not accounted for because they may be working in another part of the site.
  1. **Appointed Person**
* Gather the sign-in book and report to the Muster Point.
* Ensure any personnel waiting in Reception are escorted to the Muster Point and accounted for.
* Report to the Fire Wardens with the sign-in book so that all persons on-site can be accounted for.
* Ensure the roll-call registers are accurate and updated regularly.
  1. **First Aider**
* If possible, take the nearest First Aid Kit (“Grab” Bag) and/or Defibrillator Kit with you so that potential casualties can be treated.
* Do not re-enter a building to retrieve a kit.
  1. **Visitor**

A visitor is deemed to be a person attending the site under pre-arranged conditions for various purposes e.g., client tours or inspections, third-party contractors, sales representatives, training delegates, interviewees, etc.

All visitors fall under the formal control of a “host” or “point of contact”, who is responsible for looking after them whilst on-site and accounting for them in the event of an emergency.

* All visitors must sign-in at Reception and sign-out prior to leaving the site.
* Visitors must ensure they understand the fire safety instructions given during the site induction at Reception
* Follow all instructions and guidance given by staff in the event of an emergency.
* Evacuate the building in an orderly manner and report to the designated Muster Point to be checked off.
* Assemble in an orderly fashion and await further information or instructions.

1. **Procedures**
   1. **Fire Risk Assessment**

Fire Risk Assessment is carried out by approved third party contractor and all recommendations addressed accordingly. Fire Risk Assessment and Action Tracker held by QHSE.

* 1. **Fire Drills**

Fire Drills will be carried out on a 6 monthly basis and record will be logged on appropriate Roll Call by QHSE Administrator. Record to include any relevant action points, which should be monitored by Group QHSE Manager.

* 1. **If You Discover a Fire**
* Shout “Fire, Fire, Fire” and activate the nearest Fire Alarm Point
* Immediately inform the nearest Fire Warden giving the location and severity of the fire.
* If it is safe to do so and if you are trained and competent to do so, attempt to extinguish the fire with an appropriate appliance. If you can’t control the fire then leave the area via the safest escape route and report to the Muster Point.
* Report all information to the Fire Marshall on arrival at the Muster Point.
  1. **On Hearing the Alarm**
* Make the worksite safe by turning off powered equipment, bleeding off pressure, close windows/doors.
* Evacuate the building through the safest exit (not always the nearest).
* Do NOT stop to collect personal belongings or don PPE. Do NOT attempt to re-enter any buildings.
* Exercise extreme caution before opening any doors during evacuation (check door with back of hand to see if heat is present on the other side).
* Proceed in an orderly, controlled manner via the safest route to the Muster Point (walk don’t run).
* Report and confirm attendance with the Fire Warden and assemble in an orderly manner.
* Smoking and the use of mobile phones is strictly prohibited following any alarm.
* Personnel are to remain at the Muster Point until instructed otherwise by the Fire Marshall.
  1. **Outwith Normal Working Hours**
* Raise the alarm and contact Responsible Management
* Evacuate the area and assemble at the relevant Muster Point and conduct a headcount.
* Where Fire Warden is not on site, the most Senior Individual on site to act as Fire Marshall and liaise with the Emergency Services
  1. **Fire Exits and Escape Routes**
* Fire Exits and Escape Routes shall be kept clear of obstructions at all times.
* Fire Exits shall not be wedged open. To prevent fire spreading they must be kept closed (but not locked)
* Fire Extinguishers shall not be removed from their posted locations or used for holding doors open.
  1. **Fire Fighting**
* Fire extinguishers can be used as a means to tackle small fires or to aid escape and evacuation.
* Close the doors and, if possible, the windows of a room where fire is present to prevent it spreading.
* Only attempt to fight a fire if you are trained / competent to do so, and where it is reasonable to think that discharging one appliance will extinguish the fire. If electrical appliances are involved, switch off the current before acting if possible.
* If a person’s clothing is on fire, wrap a blanket or similar article close around them and lay them on the ground to starve the fire of oxygen and extinguish the flames. Where necessary assist them in evacuating the building, taking care for any injury/burns they have sustained.
  1. **Muster Points**

Muster Point is located as per fire emergency plan and will be confirmed during inductions.

* 1. **Emergency Contact Numbers**

Emergency Contact Numbers are displayed on the noticeboard.

1. **Emergency Equipment Checks**
   1. **Weekly**

Fire Marshall and or Fire Warden to carry out Weekly Alarm Test, utilising a different call point each week. Emergency lighting to be reviewed to ensure that all stand by lights are present on each unit.

All to be recorded on Fire Equipment Monthly Checklist within Mango.

* 1. **Monthly**

Fire Marshall and or Fire Warden to carry out a check on all fire equipment including extinguishers, call points and doors.

In addition all emergency lights should go through a function test, where power should be cut to ensure each unit is illuminated.

All to be recorded on Fire Equipment Monthly Checklist within Mango.

* 1. **Annually**

Fire Marshall and or Fire Warden to carry out a function test on emergency lighting, where power should be cut (for 3 hours) to ensure each unit is illuminated.

Record should be retained on Fire Equipment Monthly Checklist within Mango, detailing the 3 hour shut down.

* 1. **Third Party Service**

Third party service provider to be allocated to carry out 6 monthly maintenance of fire alarm system.

Third party service to provide an annual inspection of all fire extinguishers.

* 1. **Failures**

All faults to be reported to QHSE immediately.