

# Fire Safety Policy

**Starfish 9 Ltd Fire Safety Policy - 2023 - Issue 4**

(Last Review 7th Jan 2023 - Next Planned Review 26th Jan 2024)

# Fire Safety Policy

## General Statement

Starfish 9 Ltd is a responsible employer and we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all staff, authorised contractors and visitors under the Regulatory Reform (Fire Safety) Order 2005; Fire (Scotland) Act 2005 (as amended) and Fire Safety (Scotland) Regulations 2010 (as amended). These include the provision of a safe place of work, where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of the company's overall health and safety policy.

## Employee's Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and well being of employees, authorised contractors and visitors.

## Communication

We will keep team members informed of any changes that are made to our fire safety procedures and fire risk assessments. We will also ensure that all visitors to our premises are made aware of the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

## Procedures

We have introduced the following procedures in order to maintain high standards of fire safety:-

A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.

The fire evacuation procedures will be practiced at least bi-annually.

- All new team members and temporary team members will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signposted and kept free of obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any team members notice defective or missing equipment, they must report it to a team leader.
- Alarm systems will be tested regularly.

## Procedures in the event of a fire

- On discovering a fire
- If you discover a fire, raise the alarm immediately.
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door behind you.
- Ensure that you or the designated person has called the fire brigade.
- Play your part in the roll-call so you are safely accounted for.

### If you hear the fire alarm:

- Operate any essential shutdown devices, e.g. machinery (only if safe to do so).
- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll-call.
- If you are with a visitor, ensure they accompany you

## Competent person and fire marshals

A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement the measures outlined below properly. Ordinarily, this will be the member of Office Management Team, Site foreman or operator with Fire Marshal responsibilities:-

### Duties:

- Be familiar with all the exit points for your area(s) of responsibility.
- Adopt the pre-planned fire evacuation procedures.
- Encourage team members around you to evacuate and to proceed to the assembly point
- Go to the assembly point and make yourself visible.
- Fire Marshal: ensure your allocated area within the premises has been cleared of people.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Get the roll-call completed and identify any absentees.

- Confirm that any necessary shutdowns have been completed, e.g. machinery.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Ensure that alarm systems are reset and working prior to re-occupation of the premises.
- Participate in a de-briefing exercise following the evacuation

**Person in charge/Responsible Person:**

- Gather all information regarding the evacuation.
- Establish if it is a genuine fire or false alarm.
- Ensure that the fire service has been called.
- Liaise with the fire service on their arrival.

**Name:** John Jessimer

**Signed:** 

**Position:** Managing Director

**Date:** 7 January 2023

