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| **CAL-HS-PD-3800** |
| **Fire** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# PURPOSE

1. The primary objective of this procedure is to comply with all current Fire Acts and Regulations in Scotland and to minimise the possibility of a fire starting in premises, including vehicles, controlled by the Company. Proper procedures should prevent the following:

* Fires starting due to:
  + Smoking
  + Electrical fault
  + Lightning strike
  + Spontaneous combustion
  + Sunlight
  + Arson
  + Spillage of flammable liquids
  + Leakage of flammable gasses
* Uncontrolled fire spread
* Persons being trapped by fire
* Persons being overcome by smoke
* Persons being overcome by toxic fumes

# ASSESSMENT

1. The employer must, under the “Management” Regulations, make a suitable and sufficient assessment to identify the risks to employees.
2. Under part 3 of the Fire (Scotland) Act 2005, the employer must make a specific fire risk assessment for each workplace.
3. Assessments must be recorded where the undertaking has employees.
4. The findings of any assessment must be communicated in a comprehensible form to those who may be affected.
5. Consideration should be given to special category employees, e.g. young persons or expectant mothers, as well as to the physical and mental ability of the individual who may be affected.
6. Where the building or workplace has lifts or stairs, then specific arrangements must be made for the emergency evacuation of persons with physical impairment.

# INFORMATION, INSTRUCTION AND TRAINING

1. Any employee identified in the assessment as being at risk, must be given suitable and sufficient information and instruction on the risk to which he is exposed, and the measures introduced by the employer to control those risks.
2. The employee at risk must be given training in any control measures which have been adopted.
3. Any employee required to operate firefighting appliances should be given practical training in the selection, use and limitations of any appliance provided.
4. Any Company employee on premises under the control of the Company, shall take all steps possible, including full participation in all fire and emergency drills, to remain fully informed on current fire and emergency procedures.

# CONTROL MEASURES

1. The Company will appoint a “Fire Marshall” (FM) for each premise or area and display the name of the appointee on the emergency notice.
2. When the FM is unavailable, management will ensure that a deputy be designated to undertake the FM’s duties.
3. For Company vehicles, the FM will be the driver assigned to the vehicle.
4. The FM will conduct and record a weekly fire inspection of his allotted area.
5. The FM will have a recorded weekly test of all permanent fire alarm installations carried out, using each call point in rotation.
6. Smoking will be permitted only in those areas designated as smoking areas and provided with smoking material disposal facilities.
7. Employees alleged to have breached the smoking rules by smoking in non-designated places, or by careless disposal of smoking materials, will be subject to disciplinary action.
8. Smoking materials disposal points will be cleared at regular intervals.
9. Electrical faults and failures will be prevented by compliance with the SOPs covering fixed and portable electrical installations and equipment.
10. A competent person will assess the need for lightning conduction, temporary or permanent, for any building under the control of the Company.
11. No temporary erection incorporating conductive materials, including scaffolding, will be permitted on Company premises without prior compliance.
12. A competent person will test any lightning conductor installation in a building under the control of the Company at the specified intervals. Any such tests will be recorded in Company records.
13. All purchased, and process produced substances will be assessed for spontaneous combustibility and, where a potential is identified, relevant precautions will be formulated, recorded and fully complied with.
14. No magnifiers, lenses, or similar equipment that might concentrate the sun’s rays, will be used or stored in positions where they could be exposed to direct sunlight.
15. The security of all premises, including periods when the premises are unmanned, should be maintained to a high standard.
16. Employees should report to management or security any unknown persons or suspicious packages seen on the premises.
17. Flammable liquids will be handled and stored in accordance with the relevant SOPs.
18. Flammable gasses will be handled and stored in accordance with the relevant SOPs.
19. Permanent fuel gas installations, such as Scottish Gas supplies, boilers and heaters, should be inspected as part of the premise’s fire inspection.
20. Good housekeeping is the primary measure to prevent fire and its spread.
21. Combustible materials will not be allowed to accumulate, other than in a controlled manner at the designated storage points.
22. Suitable and adequate firefighting appliances, as identified in the fire risk assessment, will be provided and maintained on company premises, including temporary locations and vehicles.
23. The inspection and maintenance period for all fire appliances will be 12 months or less.
24. Adequate training in the use of fire appliances will be provided for identified employees.
25. Where identified in the fire risk assessment, fire alarms will be provided, maintained and tested.
26. Where identified in the fire risk assessment, temporary lighting will be installed, maintained and tested.
27. Where identified in the fire risk assessment, suitable fire doors will be installed, maintained and tested.
28. All fire escape routes will be maintained clear and fully operational.
29. No fire door will ever be locked or obstructed whilst persons are on the premises.
30. Where identified in the fire risk assessment, adequate smoke ventilation will be installed and maintained in the building.
31. All employees will be introduced to the fire procedure at their induction briefing.
32. All employees will be familiar with the fire alarm sound.
33. All employees will be familiar with escape routes from their workplace and other areas to which they have access.
34. All materials stored within the premises, or used in furnishing and fittings within the workplace, will be assessed for compliance with the prevention of smoke and fume generation in the event of a fire.

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| M2 Safety Consultants Ltd |
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