



Fire Policy



AMBIENTE
Biohazard certified
Cleaning Services

Fire policy for Ambiente FM Ltd

1. Policy statement

Ambiente FM Ltd is committed to the highest standards of fire safety for its employees and all persons present at sites where our services are delivered. While the client is ultimately the "Responsible Person" for fire safety on their premises, this policy sets out the procedures and responsibilities for our staff to cooperate and comply with the client's fire safety measures.

2. Legal obligations

This policy is designed to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (FSO), which requires cooperation between all parties with responsibilities for fire safety in shared premises.

3. Site-specific fire risk assessment

Before commencing work at any new client site, a contract manager will:

- **Obtain information:** Request and review the client's fire safety risk assessment, evacuation plan, and emergency procedures.
- **Communicate hazards:** Ensure that the client informs our employees of any specific fire hazards on their premises.
- **Conduct employee briefing:** Before any work begins, brief all assigned employees on the specific fire safety arrangements of the site, including escape routes, assembly points, and alarm procedures.
- **Identify special risks:** Pay particular attention to hazards relevant to cleaning activities, such as the location of cleaning chemical storage, electrical equipment, and waste disposal points.

4. Employee responsibilities on site

Every employee of Ambiente FM Ltd] must adhere to the following rules:

- **Familiarise yourself:** Upon arrival at a new site, locate all fire exits, the nearest manual call points, and the designated fire assembly point.

- **Maintain clear escape routes:** Never obstruct fire escape routes, corridors, stairwells, or fire doors with cleaning equipment, products, or waste. Report any existing obstructions to the site supervisor or client representative immediately.
- **Secure flammable materials:** Store all cleaning chemicals and flammable materials in designated, well-ventilated storage areas as specified by the client.
- **Proper disposal of waste:** Dispose of waste correctly and regularly to prevent the accumulation of combustible materials, especially near ignition sources.
- **Use of electrical equipment:** Before use, visually check all electrical equipment for damage. Report any faults to the contract manager immediately and remove the equipment from use. Avoid overloading electrical sockets and switch off equipment when not in use.
- **Reporting incidents:** Immediately report any potential fire hazards, damage to fire safety equipment, or suspicious activity to the site supervisor or client representative.

5. Emergency procedures

In the event of a fire, all employees must:

1. **Raise the alarm:** Activate the nearest fire alarm call point immediately upon discovering a fire or hearing the alarm.
2. **Evacuate immediately:** Leave the building immediately by the nearest safe escape route. Do not stop to collect personal belongings or equipment.
3. **Use fire exits:** Ensure fire doors are closed behind you to help contain the fire and smoke.
4. **Do not use lifts:** Lifts must not be used for evacuation in a fire unless they are specific, designated evacuation lifts.
5. **Go to the assembly point:** Proceed to the designated fire assembly point and report to the supervisor or client's fire warden for a roll call.

6. **Contact emergency services:** The client is responsible for calling the fire and rescue service (999).

6. Training

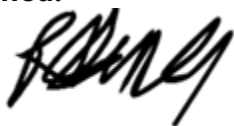
All employees will receive fire safety training as part of their induction and as a regular refresher. This training will cover:

- The contents of this policy.
- The general principles of fire prevention.
- The importance of good housekeeping in fire prevention.
- The actions to be taken upon discovering a fire.
- The actions to be taken upon hearing a fire alarm.

7. Review

This policy will be reviewed annually or whenever there are significant changes to operations, new legislation, or following any fire-related incident.

Signed:



Mr Paul Dorrell
Managing Director
Ambiente FM Ltd
November 5th 2025