

# Fire Policy



Traction Rail Electrical Ltd. is committed to ensuring the safety of all staff, Traction Rail Electrical Ltd. guests and members of the public. The issue of Fire Safety is taken extremely seriously and every effort will be made to comply with the Regulatory Reform (Fire Safety) Order 2005.

## **The Responsible Person(s):**

The Responsible person(s) has been delegated the following roles:

- Daily checks to ensure all exits are available and useable during the time people are in the premises.
- Ensuring that the office is kept clean and free of dust etc.
- Weekly checks to ensure firefighting equipment is in place and undamaged.
- Daily checks of the alarm to ensure it is operational (green light showing)
- Weekly test of the fire alarm and ensure fire records book is completed
- Oversee the yearly check of emergency lighting
- Overseeing the fire risk assessment
- Ensuring that the firefighting equipment is serviced by a competent person
- Liaising with staff to ensure that portable electrical appliances are maintained as required (PAT)
- Ensuring that fixed electrics are inspected at least once every 5 years
- Completion of an annual fire evacuation drill

## **All Staff:**

All staff have a responsibility for their own and others fire safety. They should report any possible dangerous issues to **Debra Lucas (or in her absence Michael Lucas)** for action.

Staff are forbidden from carrying out actions that could compromise their or others fire safety.

## **Staff must:**

- Ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- Know, and co-operate with, the responsible person for their workplace;
- Report to their manager or supervisor any concerns about fire safety;
- Be familiar with all escape routes;
- Not wedge fire doors open, nor block or obstruct them;
- Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- Comply with the No Smoking legislation.

## **Fire Strategy:**

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire and provide sufficient number of exits to allow the safe evacuation to a place of safety. The evacuation procedure is for all staff and Traction Rail Electrical Ltd. guests to evacuate immediately.

The fire safety measures will be informed by the fire risk assessment. The fire risk assessment will be carried out by a competent person.

Whilst Traction Rail Electrical Ltd. accepts that there is a legal duty to ensure there are some persons trained in the use of firefighting equipment they do not encourage the fighting of fires by staff and actively discourages the fighting of fires by guests unless they have received training. The staffs' overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area. Traction Rail Electrical Ltd.'s fire strategy concentrates of preservation of life and not property protection.

# Fire Policy

## **Fire Risk Assessment (FRA)**

Traction Rail Electrical Ltd. will employ a competent person to complete a Fire Risk Assessment (FRA). The FRA will be reviewed annually or when there is a major change in circumstances to premises.

Both a hard copy and electronic file of the FRA will be kept.

The FRA is a comprehensive assessment of the building. The assessment will provide a list of any significant findings, these are items that are likely to present risk to people and should specify: the problem, existing control measures and additional measure required. The Responsible person(s) are responsible for ensuring that the significant findings detailed in the FRA receive appropriate attention.

## **Testing and Maintenance**

The fire alarm will be inspected daily by staff to ensure the green light is showing on the panel.

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors etc.

## **Emergency Lighting**

The system will be serviced annually by a competent firm of engineers.

## **Portable Electrical Equipment**

The portable electrical equipment within the office and storage area will be tested annually to ensure it is fit for purpose and in a safe condition. Records will be kept and maintained.

## **Portable Fire Fighting Equipment**

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, that all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by a firm of competent engineers.

## **Means of Escape**

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

## **Records of Testing and Maintenance**

Traction Rail Electrical Ltd. will ensure that accurate and true records associated with testing and maintenance of fire safety measures are kept.

## **Staff Training**

All staff who are based in the office will have access to the Traction Rail Electrical Ltd. fire policy and will sign the staff/visitor book to show that they have read the document.

# Fire Policy



## Evacuation Drills

It is anticipated that this will take place without visitors. The drill should take place at least once annually.

1. **Raise the alarm – on discovering the fire sound the nearest fire alarm**
2. **The Responsible Person will collect the signing in register**
3. **Evacuate the building**
4. **Staff and Traction Rail Electrical Ltd. visitors to make their way in an orderly fashion to the fire assembly point outside of the building (this is currently located outside of Costa on the high street)**
5. **If possible, the Responsible Person will check all areas to ensure that there are no persons left in the building. No one is permitted to re-enter the building after all areas have been checked and cleared.**
6. **The Responsible Person is to call out and confirm the presence of all personnel**
7. **Call Fire Brigade**

## Policy of Fire Fighting

Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however, they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out their own risk.

Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the fire risk assessment or other competent persons.

## Personal Emergency Evacuation Plans (PEEP's)

Traction Rail Electrical Ltd. will ensure that all staff known to have a disability will have a PEEP completed on them.

The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability or illness.

Signed		Dated	02/03/2020
Managing Director			