



Palace Gate Building Services Limited

“Floors, Doors & More”

Fire Safety Policy, Premises Emergency Action Plan

& Evacuation Procedure

The purpose of this document is to outline the fire safety policy, premises emergency action plan and evacuation procedure relevant to our shop “Floors, Doors & More” located on 11 Whipton Village Road, Exeter, EX4 8AN.

This document should be shared with new employees, visitors and will be published on our website for viewing by the public and the fire brigade/emergency services.

Date created:

May 2023

Date updated:

February 2025

Premises details:

Palace Gate Building Services Limited – Retail flooring shop: “Floors, Doors & More”

Name of Responsible Person:

Timothy O'Donnell

Address:

11 Whipton Village Road, Whipton, Exeter, EX4 8AN

Phone number:

07361 111 630

Use of premises:

The shop is not open all the time and is an appointment only shop which sells LVT, Laminate and Engineered wood flooring and accessories which we stock small supplies of in the back storeroom. We cut flooring samples using a manual cutting tool with a blade.

Details of premises:

The building was constructed in the 1970's as a purpose-built shop. It is a 3-storey mid terraced building.

The ground floor is a shop/business unit comprising three rooms and a w.c. with rear enclosed access to a small yard for all shops on the parade with a metal fire staircase leading to a car parking area for emergency access.

There is a two storey completely self-contained 2-bedroom maisonette above the shop occupied by tenants. The maisonette does not share any access with the shop below and the tenants in the maisonette access their property by the back of the property from the carpark area.

Building footprint (metres by metres):

Overall footprint of the building is as follows:

Ground Floor shop: front room 20.67 m²

Ground Floor shop: middle room 8.82 m²

Ground Floor shop: rear room 11.72 m²

First floor of maisonette: 37 m2

Second floor of maisonette: 37 m2

TOTAL AREA OF BUILDING: 115.21 m2

Fire Risk Assessor's details

Name:

Timothy O'Donnell

Email address:

info@palacegatebuildingservices.co.uk

Phone number:

07361 111 630

Fire Safety Policy

Purpose:

1. To establish clear guidelines for fire safety practices within Floor, Doors & More (retail shop) to protect staff, customers, and property from fire hazards, ensuring a safe working environment and prompt response in case of an emergency.

Scope:

2. This policy applies to all employees, contractors, and visitors at Floors, Doors & More premises.

Responsibility:

3. Timothy O'Donnell, Director of Palace Gate Building Services Limited is the appointed responsible person for overseeing overall fire safety compliance, including regular fire risk assessments, staff training, and maintenance of fire safety equipment.

Staff compliance:

4. All staff must follow all fire safety procedures, report any potential fire hazards to Timothy O'Donnell and participate in fire drills.

Key Fire Safety Measures:**General Fire Safety:**

5. There is a policy of no smoking or vaping in the shop premises.
6. There is a policy that staff must not bring to the shop and use any untested electrical equipment or hazardous liquids or materials without gaining prior permission from the responsible person.
7. Cooking is not permitted at the shop other than using the microwave or toaster and cooking appliances must not be left unsupervised. Staff should lock the shop while cooking any foods in the microwave or toaster.
8. Visitors and customers are not permitted in the kitchen or storeroom area under any circumstances due to the potential of needing to evacuate the shop by the rear fire door which requires climbing fire stairs from a court yard which may be difficult for elderly or disabled customers. To reduce this risk we have adopted a no customer or visitor policy in the kitchen and store room area.

Fire Risk Assessment:

9. A regular fire risk assessment will be conducted by the responsible person to identify potential fire hazards and implement appropriate control measures.
10. Records of assessments will be maintained and reviewed periodically and kept in the red fireproof metal box located in the kitchen area at the shop.

Fire Extinguishers:

11. Fire extinguishers are readily accessible, properly maintained, and clearly labelled at the shop.

12. Fire extinguishers at the shop can be found in the following locations at the shop:

- a. In the back storeroom by the back door there is an all-purpose multi use fire extinguisher which can be used for all fires.
- b. In the kitchen area by the dishwasher there is an all-purpose multi use fire extinguisher which can be used for all fires.
- c. In the main shop area, there is a 'water' fire extinguisher which can be found at the back of the shop by the light switch large floor plant.
- d. In the main shop area, there is a 'CO2 and Powder' fire extinguisher which can be found at the front of the shop by the light switch as you walk into the main front door to the shop.

13. Records of safety checks and maintenance will be kept in the fire safety logbook which is kept in the red metal fire protective box on the wall in the kitchen area.

Emergency Lighting:

14. Red emergency lighting torches are readily accessible, properly maintained, and available at the shop in the following locations:

- a. In the back storeroom by the back door there is an emergency lighting torch which is situated on the wall next to an all-purpose multi use fire extinguisher which can be used for all fires.
- b. In the kitchen area by the dishwasher there is an emergency lighting torch which is situated on the wall next to an all-purpose multi use fire extinguisher which can be used for all fires.

15. Records of safety checks and maintenance will be kept in the fire safety logbook which is kept in the red metal fire protective box on the wall in the kitchen area.

Fire blankets:

16. A fire blanket is readily accessible, properly maintained, and available at the shop in the kitchen area.
17. Records of safety checks and maintenance will be kept in the fire safety logbook which is kept in the red metal fire protective box on the wall in the kitchen area.

Staff training:

18. Staff will receive induction training regarding the location and correct use of fire extinguishers, fire blankets and with regard to the emergency procedures.
19. All staff must be familiar with the alarm sound and evacuation procedures and all staff must take part in regular fire safety drills.
20. Records of staff training and fire drills will be kept in the fire safety logbook which is kept in the red metal fire protective box on the wall in the kitchen area.

Emergency Exits:

21. The two emergency exits at the front and rear of the shop will be clearly marked and kept unobstructed at all times.
22. Staff and customers must use designated exit routes in case of an emergency.

Fire Alarm System:

23. A functional fire alarm system suitable to the size and risks of the shop will be maintained and tested regularly by the responsible person.
24. Records of safety checks and maintenance will be kept in the fire safety logbook which is kept in the red metal fire protective box on the wall in the kitchen area.

Electrical Safety:

- 25. All electrical equipment will be maintained in good working order and checked for potential hazards.
- 26. Damaged cords and appliances must be replaced promptly.

Flammable Materials Storage:

- 27. Flammable materials are not routinely stored at the shop premises. Where they are stored in the future they will be stored in designated, secure areas according to safety guidelines.

Evacuation Procedures:**Fire Drill Schedule:**

- 28. Regular fire drills will be conducted to practice evacuation procedures.
- 29. Drills will include staff roll call to ensure everyone is accounted for.
- 30. Records of fire drills will be kept in the fire safety logbook which is kept in the red metal fire protective box on the wall in the kitchen area.

Evacuation Routes:

- 31. All staff and customers must follow the designated evacuation routes clearly marked on site.

Evacuation procedures:

- 32. Our shop is very small, and our evacuation procedure generally is for staff and customers to first try to evacuate the building by the front door and assemble at the front left of the shop unless doing so presents an obvious safety hazard in which case staff should move further left of the shop to maintain a safe distance.
- 33. If fire or danger prevents evacuation by the front door then staff should evacuate by the back door.
- 34. The fire brigade should be called as soon as it is safe for staff to do so.

35. The key to the back door MUST strictly not be removed from the back door at any point due to fire safety hazard.

36. Customers are strictly not allowed access to the kitchen and storeroom area since evacuation from these areas could be riskier (via the backdoor) and this would be foreseeably unsafe for disabled or vulnerable customers to climb the fire stairs at the back of the property.

37. Staff should take steps to alert the tenants of the maisonette above the shop in the case of fire.

Assembly Point:

38. A designated assembly point outside the building will be used for gathering during evacuation. Staff and visitors should assemble at the front left of the shop unless doing so presents an obvious safety hazard in which case staff should move further left of the shop to maintain a safe distance at all times relevant to the size of the fire/level of danger.

Reporting and Incident Management:

Reporting Fire Hazards:

39. Any potential fire hazards must be reported immediately to the responsible person which is Timothy O'Donnell.

Incident Reporting:

40. All fire incidents, even minor ones, must be documented and reported to the responsible person which is Timothy O'Donnell.

Training and Awareness:

Staff Training:

41. All staff will receive regular fire safety training covering fire procedures, evacuation routes, and proper use of fire safety equipment.

New Employee Induction:

42. New employees will be given a comprehensive fire safety briefing as part of their induction process.

Awareness

43. All staff and visitors should read the fire safety posters which are located within the kitchen and storeroom area of the shop. Staff should also note and read carefully the fire safety signage and information on signs around the whole shop regarding the use of fire extinguishers, fire blankets and emergency procedures.

Other Emergency Situations:

Medical Emergency:

First Aid Response:

44. The designated first aider is Timothy O'Donnell.

Medical Emergency policy:

45. To provide immediate first aid as required.
46. To call emergency services if necessary.

Emergency Medical Equipment:

47. A first aid kit can be found on the wall in the kitchen area by the dishwasher.
48. A first aid incident report book can be found in the same location.

Contents of the First Aid kit includes:

49. This first aid kit is HSE complaint. The contents were carefully picked to be used in any workplace environment.

50. Contents:

- a. First Aid Leaflet x 1

- b. Wash proof Plasters x 40
- c. Eye Dressings x 4
- d. Triangular Bandages x 4
- e. Safety Pins x 12
- f. 12x12cm Dressings x 9
- g. 18x18cm Dressings x 3
- h. Sterile Wipes x 10
- i. Disposable Gloves (Pair) x 4

Emergency External Communication:

- 51. Staff should call either 999 for police, ambulance or fire in an emergency.
- 52. In a non-emergency medical situation staff can call 111.

Post-Emergency Procedures:

- 53. **Account for Personnel:** Ensure all staff and visitors are accounted for after an evacuation.
- 54. **Damage Assessment:** Responsibility for damage assessment post incident lies with Timothy O'Donnell.
- 55. **Incident Reporting:** All emergency situations should be reported to Timothy O'Donnell as soon as reasonably practical after the event

Note: This policy is subject to review and updates as necessary to maintain compliance with local fire safety regulations.

Signed:

Timothy O'Donnell, Director & Responsible Person

Dated: 24th February 2025

Palace Gate Building Services Limited, Floors, Doors & More

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