

## Fire Safety Policy Statement

We, the management of Malakoff Limited, are fully committed to comply with the Fire Safety (Scotland) Regulations 2006.

In the event of a fire, the three most important actions are the following:

- (1) Raise the alarm.
- (2) Summon the fire brigade.
- (3) Evacuate the building. Attempts to extinguish the fire should only be made if it is safe to do so.

### Introduction

- (1) In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.
- (2) If a fire is discovered, the alarm will be raised immediately. This should be the first action taken upon discovery of any fire, however small.
- (3) All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. The practice will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
- (4) The Company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.
- (5) Immediate evacuation of the building must take place as soon as the alarm sounds. All occupants, upon evacuation, should report to the pre-determined assembly points, as stated on the Fire Action Plans throughout the buildings.
- (6) Staff should remain as calm as possible and help any visitors, disabled persons or contractors on the premises to evacuate.
- (7) Where possible and safe to do so, check all rooms (in particular toilets) to ensure no persons remain in them or are trapped.
- (8) Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building
- (9) Employees should report any concerns regarding fire procedures, so the Company can investigate and take remedial action if necessary.

### Preventive Measures

#### **Safe Systems of Work**

In order to control fire safety risks, this Company has developed safe systems of work. We are committed, as an organisation, to ensuring that these safe systems of work are effective in controlling our risks. Our policy, therefore, is to:

- identify, in carrying out our normal risk assessment procedure, those activities that require a safe system of work;
- identify safe methods of work for these activities; where necessary, these will be written formal safe systems of work;
- implement these systems using the expertise of our employees involved in the work activities;
- monitor the workings of the safe systems through workplace inspections and reviewing accident/incident statistics derived from our accident reporting procedure.

We can only ensure the success of these safe systems with the full co-operation of all of our employees.

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## Fire Risk Assessment

The aims of the fire risk assessment will be to:

- identify any fire hazards;
- reduce the risk of those hazards causing harm to as low a level as reasonably practicable;
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start.

The person responsible for carrying out the fire risk assessment is the HSQE Manager.

The Company contracted to service the fire extinguishers is Malakoff Limited.

## Protective Measures

The Company will, in consultation with employees:

- (a) ensure any deaf or hearing-impaired persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building;
- (b) appoint persons to be responsible for specific procedures in the event of fire, including:
  - (i) the fire wardens;
  - (ii) those responsible for carrying out roll calls or supervising evacuation assembly points;
  - (iii) fire incident controllers responsible for liaising with the fire brigade upon arrival;
- (c) regularly stage fire evacuation drills;
- (d) inspect the means of escape;
- (e) test and inspect fire-fighting equipment and fire warning systems;
- (f) provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

## Procedures in the Event of a Fire

- (1) Activate the nearest and/or safest fire alarm upon discovery of any fire, however small.
- (2) Do not rely on automatic fire warning systems. Summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.
- (3) Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in staff fire safety training.
- (4) Evacuate the building as soon as the alarm sounds. Employees should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings.
- (5) Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
- (6) As you make your escape, close doors, particularly those designated as fire-resisting doors.
- (7) Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer in charge declares it is safe to.
- (8) Fire wardens must check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly points.

The fire incident controller needs to liaise with the fire brigade on attendance and arrange such assistance from the practice as the fire brigade may require.

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### Administrative Guidelines

Full records of fire precautions will be kept in the fire log, or as a separate record for fire drills and training. This information will be entered by the "responsible person" and will include:

- for fire drills: the times and dates of drills and the time between sounding the alarm and the last person leaving the building;
- for fire alarm tests: the times and dates of tests;
- for fire-fighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing;
- for training: times and dates of training events, who attended and what was covered.

### Training

All new employees will be encouraged to read this Fire Safety Policy as part of their induction process. All employees should be aware of the procedures in case of a fire. Contractors will be informed of the fire arrangements on arrival at the premises.

The person responsible for organising and co-ordinating fire training is the HSQE Manager.

All new and existing employees should know:

- who is responsible for ensuring the correct fire procedure is carried out;
- who the fire wardens are;
- the location and usage of all fire extinguishers and where special extinguishers (e.g. those suitable for use on electrical equipment) are located;
- the location of "break glass" fire alarm points;
- the emergency fire evacuation procedures;
- how to use the internal telephone systems to call for the fire brigade.

Refresher induction training, which will include fire safety training, will be carried out every three years. In addition to this, training will be carried out annually during each fire drill.

Additional training will be available for fire safety wardens.

### Monitoring and Review

This Fire Safety Policy will be reviewed minimally annually, or after any fire-related incident or change in guidelines. All fire-related incidents, including false alarms and "near misses", will be investigated thoroughly by the HSQE Manager and the fire risk assessment amended as necessary. Professional fire safety advice will be obtained for this review, where required.

Changes arising from the results of any review will be communicated to employees and all persons concerned.

Signed By:  Director

Date: 6<sup>th</sup> July 2020 *D STEVENSON.*

Endorsed By: Allan Gould, Non-Executive Director  
Douglas Stevenson, Director  
Colin Duncan, Director

Date: 6<sup>th</sup> July 2020  
Revision: REV 0

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