

Fire Safety Policy Statement

Introduction

We, the management of Malakoff Limited, are fully committed to comply with Part 3 of the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006.

Reference is to be made to Management Procedure P08B Fire Safety for further information on preventing a fire, protection from a fire, and the emergency procedures to follow when a fire occurs.

Prevention Measures

Measures for preventing a fire include:

- (1) A fire risk assessment will be conducted for each site.
- (2) All fire exits will be clearly marked and unobstructed.
- (3) All persons are responsible for:
 - (a) Maintaining high standards of housekeeping.
 - (b) Ensuring that sources of ignition and flammable substances are kept clear of each other.
 - (c) Avoiding accidental fires to start.

Protection Measures

Measure for protection against a fire include:

- Means for detecting a fire, such as smoke detectors or heat detectors.
- Means for warning of a fire, such as a fire alarm.

Procedures in the Event of a Fire

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

- (1) Raise the alarm. Use the Manual Call Point and/or your voice to warn others of a fire.
- (2) Call the Fire & Rescue Service (if required, dial 9 for an outside line and then 999). Give the name, address, and full postcode of the property along with any helpful information such as the fire type and location.
Attempts to extinguish the fire should only be made if it is safe to do so.
- (3) Evacuate the building and go to the Muster Point. Be prompt and calm, turn off any hazardous machinery, do not stop to collect personal belongings, head to the nearest fire exit.
- (4) Do not re-enter the building until told to do so by an attending Fire Officer.

Training

All employees shall be aware of the process for fire evacuation. They shall also be aware of the location, type, and usage of the fire extinguishers in their department. Fire drills shall be conducted on a minimum of an annual basis.

Monitoring and Review

This Fire Safety Policy will be reviewed minimally annually, or after any fire-related incident or change in guidelines.

Signed By:  Director

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

Telephone: +44(0) 1595 695544

Fax: +44 (0) 1595 695720

Registered in Scotland No. 242516. VAT Reg No. 813 7826 20
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ



E-mail: enquiries@malakofflimited.co.uk

Website: www.malakofflimited.co.uk