

GENERAL STATEMENT

As a responsible employer having regard for the Regulatory Reform (Fire Safety) Order 2005 we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal duties. Our obligation includes the provision of a safe place of work where fire safety hazards are identified, assessed and fire risk minimized.

To assist us to manage and comply with our obligations, Wembley Innovation Limited will appoint and train fire marshals with specific responsibilities.

EMPLOYEE DUTIES

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with Wembley Innovation Limited in complying with any procedures that Wembley Innovation Limited introduce as a measure to protect the safety and wellbeing of staff, visitors and contractors. All employees are required to become familiar both with the emergency fire action notices and location of the assembly point(s).

COMMUNICATION

Wembley Innovation Limited will keep staff informed of any changes that are made to fire safety procedures and fire risk assessment. Wembley Innovation Limited will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

FIRE SAFETY PROCEDURES & RESPONSIBILITIES

Wembley Innovation Director has introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment will be completed in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and be reviewed annually. Fire safety procedures will be developed resulting from the assessment.
- However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include any alterations to the premises, new or revised work processes or in managing construction work or contractors.
- Fire marshals will be appointed and receive fire safety/awareness information, instruction and training appropriate to the activities carried out by Wembley Innovation Limited.
- Wembley Innovation Limited will provide a Fire Log Book with the fire marshals responsible for maintaining and updating it as necessary. Fire marshals will also be required to furnish the log book to a fire enforcement officer upon inspection.
- Regular fire safety inspections will be carried out and any defects requiring attention reported to the Director.
- The fire evacuation drill will be practiced at least annually, and the results reviewed after to gauge its effectiveness.
- Appropriate training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire marshals or those designated to assist disable persons using specialist evacuation equipment.

It is our policy that all staff will receive adequate information, instruction and training in fire safety awareness and in the correct use of fire extinguishers. The information, instruction and training so provided will be recorded in the fire log book and in personnel files.

- All new members of staff and temporary employees will be provided with a fire safety induction provided by the fire marshal on their first day at work. The induction will provide them with general fire safety awareness and information and instruction on how to raise the alarm and the available escape routes. Fire induction forms part of the company's starter pack and is signed as understood/accepted within the starter pack documents.
- All escape routes will be clearly signed, regularly inspected and kept free of obstructions at all times. Regular inspections will be recorded in the fire log book
- All fire detection, alarm and fire appliance equipment will be regularly serviced and maintained under contract with a competent fire specialist contractor. If any employee notices defective or missing equipment, they must report it at once to Wembley Innovation Limited. All contractual, service and maintenance documentation will be retained within the fire log book.
- Alarm & detection systems will be tested in house weekly. Test results will be recorded in the fire log book.
- Any other safety systems including emergency lighting will be regularly checked and inspected to ensure correct operation. All checks and inspections will be recorded in the fire log book.

PROCEDURES IN THE EVENT OF A FIRE EMERGENCY

Appropriate fire action notices are to be clearly displayed near all exits and fire call points from each floor and from main entrances/exits in each premise or site.

1. ON DISCOVERING A FIRE

- sound the alarm immediately by activating the nearest fire call point.
- the fire marshal or other designated person should call the fire brigade by dialing (9) 999 and give the address, location and nature of the fire.
- tackle a small fire with the appliances provide, but only if it remains safe to do so.
- evacuate to outside using the nearest available fire exit
- go to the assembly point & stay there until told it is safe to return.

2. ON HEARING THE FIRE ALARM

- immediately evacuate the workplace using the nearest available fire exit
- do not stop to collect belongings
- take any visitors or guests with you
- close doors or windows behind as you leave
- report to the assembly point & stay there until told it is safe to return.

Liam Clear
Managing Director
Wembley Innovation Ltd

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