



ACE WINDOWS NE

FIRE AND EMERGENCY EVACUATION POLICY

Responsibilities

The person with overall responsibility for Fire Safety in our premises is Abe Rabin Managing Director

In addition we have appointed two fire marshals to provide cover during normal office hours. These fire marshals have received training in their role from our Health and Safety Consultant In addition to their role in a fire situation (described in the Fire Procedure section), they are also responsible for carrying out checks of the fire extinguishers, means of escape and periodic fire drills.”

Fire Safety Assistance

The company has appointed Ray Pyne a Health and Safety Consultant and a Graduate Member of the Institute of Fire Engineers to provide competent assistance on fire safety matters in accordance with regards the Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation.

Fire Prevention

Fire hazards are identified within the fire safety risk assessment an recommendations implemented to control them.

Alarm System

The premises are small and staff numbers are low. Because of this the company policy is to raise the alarm by shouting “**FIRE FIRE FIRE**”

Signage

Fire escape doors are suitably marked.

Signs are also displayed: to provide the names of fire marshals



Escape Routes and Exits

Fire doors are kept closed by self closing devices ([and are kept locked overnight for security) These are opened in the morning at the start of the working day.

Fire Extinguishers

We have suitable Fire extinguishers in the Production Unit (Company Policy is Not fight a fire with an extinguisher)

Fire Procedure

1. On hearing the alarm “FIRE FIRE FIRE” leave the building
2. Assemble at the corner of Railway Street (near the street sign)
3. Do not re-enter the building

Action on discovering a fire

1. Raise the alarm by shouting “FIRE FIRE FIRE”
2. Do not tackle the fire
3. Do not re-enter the building
4. Leave by the nearest available exit to the assembly point at the corner of Railway Street (Near the Street sign)

Action on hearing the alarm – all persons except for Fire Marshalls

- 1 Leave the building immediately
- 2 Do not attempt to fight the fire
- 3 Do not stop to collect personal belongings
- 4 Escort any visitors and leave by the nearest available exit and go to the assembly point Railway Street (Near the Street sign)



- 5 Check that Abe Rabin / Colin Drummond has called the Fire Brigade by dialing 999/ 112
- 6 Do not return to the building until given the all clear by the Fire Brigade.

Action for Fire Marshalls on hearing the alarm

1. So far as possible without taking risks, check that all areas of the floor are clear of people .Shut off machinery if safe to do so
2. Once the building is clear, go to the assembly point closing doors behind you.
3. Meet the Fire Brigade and report findings

Fire Drills

Fire drills are carried out at least every 12 month

Records of drills are held in the fire log book

Training for all Staff

New starters are provided with information on emergency procedures on their first day of employment including the location of escape routes, emergency evacuation procedures and the location of the assembly point. .