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## **Introduction**

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005.

It is a requirement for all responsible persons to:

- Carry out a fire risk assessment of the premises taking into consideration all employees and all other people who may be affected by a fire in the premises, and to make adequate provision for any people with disabilities or with special needs who use or may be present in the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If more than five people are employed, a licence under an enactment is in force in relation to the premises or an alterations notice is in force in relation to the premises, it is a requirement that these significant findings are recorded; (however it is recommended that a written record is produced on all occasions to assist with the process of on-going reviews);
- Provide and maintain such fire precautions as are necessary to safeguard those who use the premises; and
- Provide information, instruction and training to employees about the fire precautions in the premises

Further guidance can be found in the guidance documents produced by the Department for Communities and Local Government (DCLG), which are available on their web site <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>.

## **Fire risk assessment (how to complete)**

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. During the assessment and evaluation of the findings you should bear in mind the following.

### **Significant Findings:**

Upon completion of the fire risk assessment, the significant findings should be recorded. The significant findings should include:

- A record of the protective and preventative measures already in place to control the risks;
- What further action, if any, needs to be taken to reduce risk sufficiently

## **Review and Revision**

The assessment should be reviewed or revised following any of the following:

- Any significant change of practice
- Any significant change in staff levels
- Any structural or material alteration to the premises
- Any near miss or fire
- Reviewed at least annually

## **1 Premises Particulars**

Specify the following particulars:

- Name and address of premises
- Use of premises
- Owner/employer/person(s) in control of the workplace
- Telephone number
- Date of risk assessment
- Date of review
- Name and relevant details of the person carrying out the fire risk assessment

## **2 Provide a General Statement of Policy**

A safety policy is a written statement of a responsible person's intent to ensure the safety of all persons within the premises.

The purpose of the safety policy is to give clear commitment to comply with the relevant Articles.

Example:

"It is the policy of employer/company/etc to protect all people including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company/responsible person will provide and maintain safe working conditions, equipment and systems of work for all employees, contractors and members of the public and to provide such information, training and supervision as they need for this purpose.

The company/responsible person will give a high level of commitment to health and safety and will comply with all statutory requirements."

Fire Risk Assessment Proforma  
Guidance Note – Example for Office Premises

<b>1</b>	<b>Premises Particulars</b>
Premises Name:	<i>Robin Hood Enterprises</i>
Address:	<i>Loxley House, Forest Close, Lincoln Green, XX4 6XX</i>
Telephone Number:	<i>011XX XXX XXX</i>
Use of Premises:	<i>Offices/Administration</i>
Responsible Person:	<i>Mr XXXX Smith, Owner and Employer</i>
Date of Risk Assessment:	<i>1 November 2006</i>
Date of Review:	<i>1 November 2007</i>

Name and relevant details of the person who carried out the Fire Risk Assessment:
<p><i>Mr XXXX Jones (Company Health and Safety Adviser) Ex. Fire Safety Officer, Any town Fire and Rescue Service M.I.F.E., B.Sc Fire Safety Studies, Dip.in Health and Safety</i></p>

<b>2</b>	<b>General Statement of Policy</b>	
<p>Statement:</p> <p><i>It is the policy of Robin Hood Enterprises to protect all people including employees, customers, contractors and members of the public from potential injury and damage to their health that may arise.</i></p> <p><i>The company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, contractors and members of the public and to provide such information, training and supervision, as they need for this purpose.</i></p> <p><i>The company will give a high level of commitment to health and safety and will comply with all statutory requirements.</i></p>		
Signed	Print Name:	Date:

### **3 Management Systems**

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

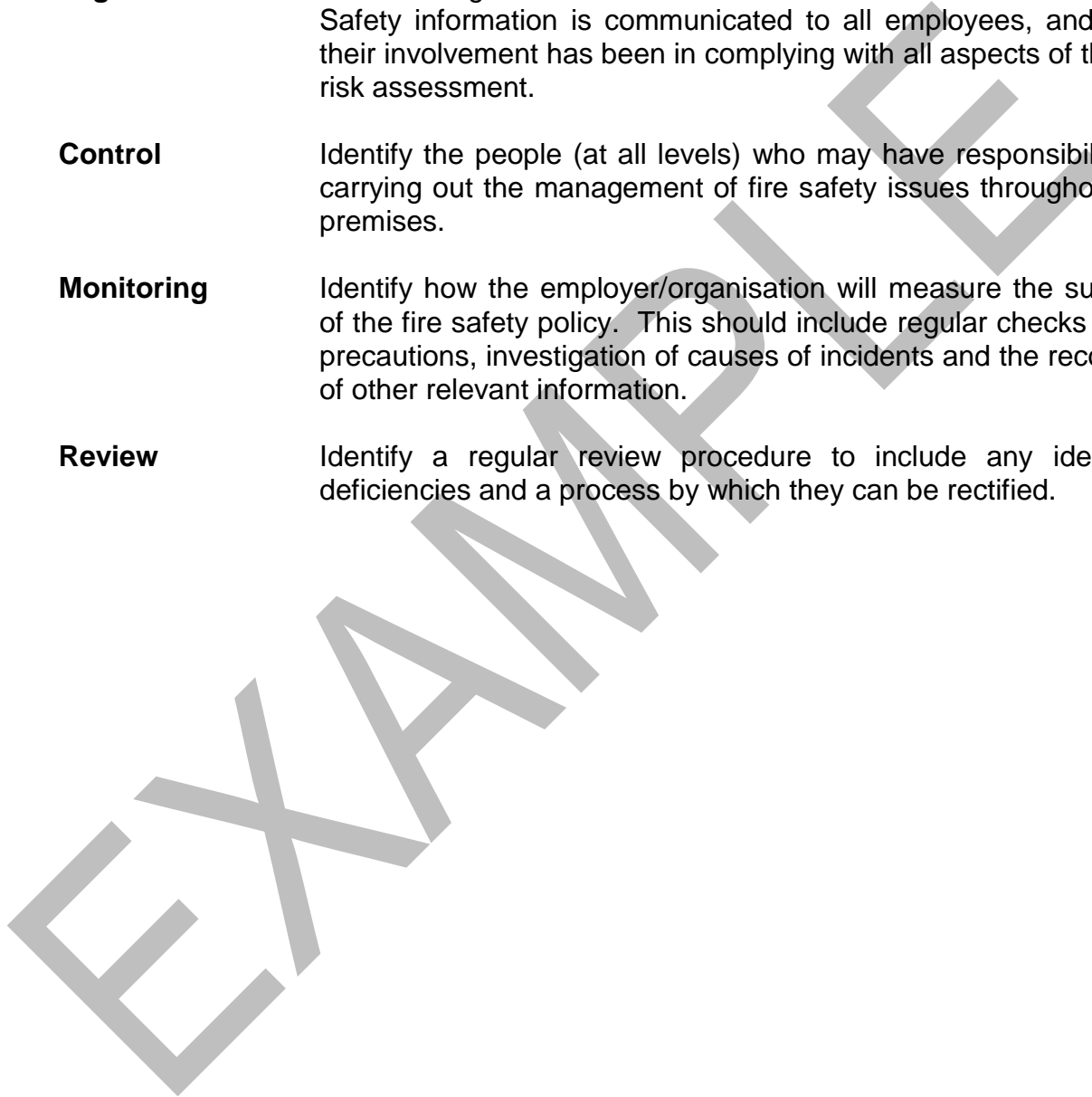
**Planning**                      How the employer/organisation proposes to complete the Fire Risk Assessment and determine priorities in eliminating any hazards and reducing risks to persons.

**Organisation**                How the organisation is structured. To include how Health and Safety information is communicated to all employees, and what their involvement has been in complying with all aspects of the fire risk assessment.

**Control**                        Identify the people (at all levels) who may have responsibility for carrying out the management of fire safety issues throughout the premises.

**Monitoring**                 Identify how the employer/organisation will measure the success of the fire safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.

**Review**                        Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.



### 3 Management Systems

*Commentary:*

*The Fire Safety Management plan is contained within the Health and Safety file and is kept in the Health and Safety Adviser's office. A schematic is attached.*

*It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Health and Safety Executive (HSE). The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.*

*Although having overall responsibility for fire safety matters the employer/organisation has made the Health and Safety adviser responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.*

*This person will be responsible for:-*

- Deciding the fire safety protective and preventative measures*
- Informing other responsible people what they are*
- Ensuring they are implemented and communicated to other relevant people*
- Ensuring co-ordination between other responsible persons*

*Fire Safety will be an agenda item for the weekly managers' meeting.*

*The other responsible people are shown on the schematic (attached).  
They will be responsible for the fire safety measures as shown.*

*The Health and Safety adviser will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.*

#### **4 General Description of the Premises**

Give a general description of the premises and the use to which it is put.

Include the following details:

- Construction detail of the premises (i.e. brick/timber/concrete)
- Approximate age of premises
- Times in use
- Total number of people employed in the premises at any one time
- Total number of people who may resort to the premises at any one time
- Size of the premises (length and width and/or area)
- Number of floors and staircases

#### **5 Fire Safety Systems**

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(E.g. Fire alarm break- glass system to British Standard 5839, escape lighting to British Standard 5266).

If none are to be provided briefly state the reasoning for that decision.

(E.g. small open workshop, only three people at any one time, clear visibility, and word of mouth sufficient to raise the alarm).

Fire Risk Assessment Proforma  
Guidance Note – Example for Office Premises

**4 General Description of Premises**

Description:

*The building comprises of an old, large, 'manor' type house, brick built with slate roof. (Built in 1930)*

*The premises are considered to be of normal risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place).  
The building has one internal stairway, which is protected by fire resisting walls, partitions and doors.*

*It has one external escape staircase leading from the second floor via the first floor to ground floor.*

Occupancy			Size	
Times the Premises are in use:	From	8am	Building footprint (metres x metres):	30 x 20
	To	8pm	Number of floors:	3 + Basement
The Total Number of persons who may resort to the premises at any one time:	30		Number of Stairs:	2

**5 Fire Safety Systems Within the Premises**

Fire Warning System: (e.g. automatic fire detection, break-glass system to BS 5839, other)

*Manual-electric complying to BS 5839. AFD has been provided in a number of areas.*

Emergency Lighting (e.g. maintained non maintained 1hr/3hr duration to BS 5266)

*Non-maintained to 3 hours complying with BS 5266.*

Other: (e.g. sprinkler system to LPC rules BS EN 12845)

*None*



## **6 Plan Drawing**

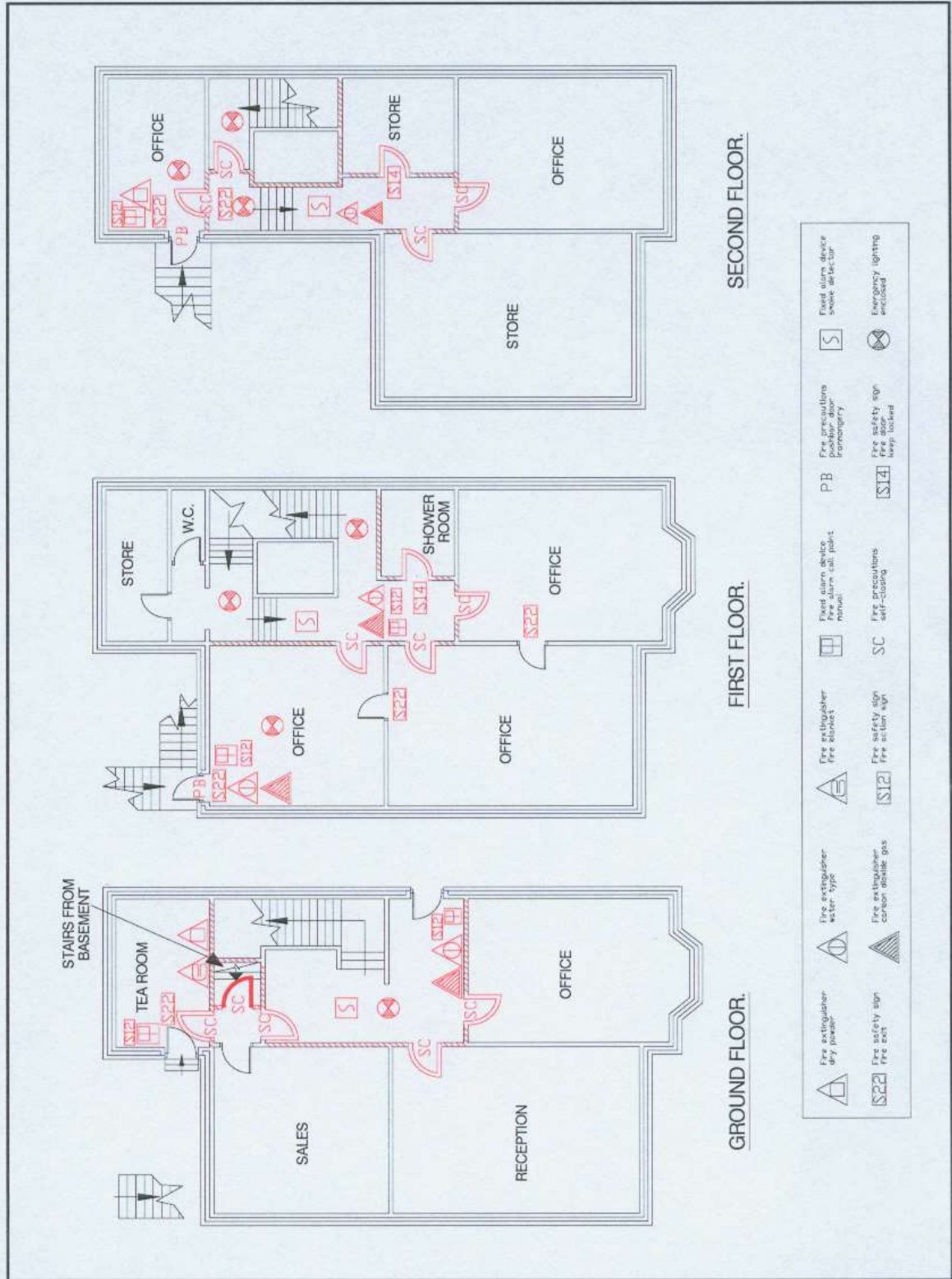
To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show the following but this is a definitive list:

- Escape routes
- Number of exits
- Number of stairs
- Fire resisting doors
- Fire resisting walls and partitions
- Places of safety etc
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc)

# Fire Risk Assessment Proforma Guidance Note – Example for Office Premises

## 6 Plan Drawing



## **7 Identify Fire Hazards Within the Area/Room/Floor**

Consider any fire hazards within the area/room/floor: (the lists below give some common examples but this is not exhaustive).

### **Ignition sources**

Smoking materials/matches, lighters etc  
Naked flames/hot work processes  
Fixed/portable heaters  
Boilers/engines/machinery  
Cooking  
Lighting equipment  
Friction/sparks  
Arson

### **Fuel Sources**

Flammable liquids/solvents/oils etc  
Chemicals  
Wood /paper /cardboard etc  
Plastics /rubber /foam  
Furniture and furnishings  
Flammable gases  
Textiles  
Display materials  
Waste materials

### **Work Processes**

Can any fire risks identified be removed, replaced or reduced?

### **Structural Features**

Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

**7 Identify Fire Hazards**

Sources of Ignition:

*The ignition sources are those commensurate with office premises. There are no significant ignition sources within the workplace. Smoking is not allowed in the building.*

Sources of Fuel:

*The sources of fuel are those commensurate with office premises. Majority of the work is completed on computers so there are not vast amounts of paper. Paper for printers etc. is stored away in stationery cupboard that is kept locked. Waste paper bins are emptied every night and the waste stored outside away from the building in metal bins.*

Work Processes:

*The work processes are commensurate with office premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment. There is a service level agreement with an outside contractor to service all IT equipment. The company policy is to close down all electrical equipment at night.*

Structural features that could promote the spread of fire:

*This is an old building built around 1930.  
All services and compartments are adequately fire stopped and there are no voids or false ceilings*

## **8 People Who Would Be At Risk From Fire**

Consider:

- Employees
- Visitors/Customers
- Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired
- Other persons in the premises if the premises are multi-occupied. Varied working practices (e.g. areas of your premises occupied when others are not)
- Areas where employees/others may be isolated
- Contractors
- People who may be asleep in your premises
- People who may be at risk because they are nearby

**8 Identify People at Risk**

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

*Employees are distributed throughout the building.*

*Visitors and contractors are signed in at reception. They are always accompanied by an employee who will brief them on the fire evacuation procedures. Employees are made responsible for their guests during any evacuation. Where visitors are identified as having disabilities that would prejudice their evacuation, the workplace manager is informed and measures put in place to ensure their evacuation in the event of fire.*

*There is a basement to the building but this is used purely as a deposit/retrieval storage area. No people actually work in the basement.*

*At the present time there are no employees with disabilities that would prejudice their escape in the event of fire.*

*Some employees work late and may find themselves isolated in parts of the building during these times. Cleaning staff who work after normal working hours may also be isolated in the building.*

## **9 Means of Escape – Horizontal Evacuation**

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question.

Consider:

- How fire hazards are controlled within the area/room/floor
- The need to control and monitor the number of occupants
- The number of occupants in the area/room/floor and their familiarity with the premises
- The likely spread of fire
- The time it would probably take to escape
- In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?
- Travel distances. How far to the nearest exit?
- Definition and number of escape routes. Easily identified and available at all times?
- Number and widths of exits. Sufficient to evacuate all occupants quickly and easily?
- Inner rooms situations. Is the exit only available through another room?
- Corridors. Do they need to be protected by fire resisting walls and doors?
- Dead-end conditions. Is there only one way out?
- Door openings and door fastenings. Can door(s) be opened easily without the use of a key?
- Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?
- Housekeeping. Is there storage of combustibles or obstructions in escape routes?
- Provisions for people with disabilities deaf, blind, mobility issues or other needs, etc

## **10 Means of Escape – Vertical Evacuation**

Consider:

- Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
- Are the stairways wide enough to get all occupants out of the premises (including disabled persons)?
- Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)?
- Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)?

**9 Means of Escape – Horizontal Evacuation**

**Commentary:**

*All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.*

*There are sufficient fire exits of suitable width from the premises that will allow all people resorting to the premises to evacuate in the event of fire. There are no dead-end conditions.*

*It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees due to the working practices of the building.*

*Furthermore some areas are covered by automatic smoke detectors. This automatic smoke detection provides early warning for those employees and cleaners who may be isolated (e.g. working late).*

*It is anticipated that all employees and people resorting to the building would have evacuated the building before any escape route becomes unuseable.*

*All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.*

*All escape routes are covered by Emergency Lighting.*

**10 Means of Escape – Vertical Evacuation**

**Commentary:**

*Second Floor - There is both an internal stairway and external fire escape serving the second floor. This is adequate as the second floor is used for office accommodation and storage.*

*First Floor – There is both an internal stairway and external fire escape serving the first floor. This is considered adequate for means of escape from the first floor.*

*Basement – There is a single stairway serving the basement. This is adequate as the basement is used as a deposit/retrieval store.*

*Overall – There are sufficient stairways in the premises for means of escape.*



## **11 Fire Safety Signs and Notices**

- Do all fire safety signs comply with the current standard (pictogram – symbols)?
- Are there sufficient fire exit signs on the escape routes?
- Are internal fire resisting doors indicated with “Fire Door-Keep Shut” notices?
- Are internal fire-resisting doors to cupboards indicated with “Fire Door –Keep Locked Shut” signs?
- Where necessary are fire exit doors marked with “Fire Exit-Keep Clear” notices? (Outside face)
- Are there signs indicating how to use door-opening mechanisms, e.g. “Push Bar to Open”?
- Are general fire action notices displayed stating what to do in a fire situation?
- Where necessary is fire-fighting equipment indicated by signs?

## **12 Fire Warning Systems**

- Is there a suitable fire warning system to alert occupants in the event of a fire?
- If the premises are large and/or complex an electric fire alarm may be required and it should be installed to the current British Standard
- Can all occupants be alerted by the alarm when it is sounded (including persons with hearing difficulties)?
- Is there a need for automatic fire detection e.g. sleeping risks, multi-occupied premises, varied working, inner room situations, mezzanine floors?

## **13 Emergency Lighting System**

- If the premises are in use during the hours of darkness (consider winter months) emergency lighting should be provided. (However, adjacent street lighting through external glazing, may be considered).
- Areas of the premises with no natural light (internal spaces) should be provided with emergency lighting
- If the premises are large and/or complex an emergency lighting system should be installed to the current British Standard
- Where the premises are small a number of hand held torches strategically located may be sufficient
- When operated is there sufficient illumination for occupants to see the external escape routes clearly?

- Does the system operate on sub-circuit failure?
- Is there sufficient illumination at changes in level and changes in direction?
- Is there sufficient illumination to show fire exit doors and their operation?
- Is there sufficient illumination to show fire alarm call points and fire fighting equipment?

#### **14 Firefighting Equipment**

- Is there sufficient firefighting equipment provided for the area/room/floor
- Is the fire fighting equipment appropriate for the risks?
- Is the fire fighting equipment simple to use?
- Has a competent person checked fire extinguishers within the last twelve months?
- Does it conform to a standard?
- Is the fire fighting equipment located on the escape routes and near to exit doors?
- Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?

**11 | Fire Safety Signs and Notices**

Commentary:

*There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.*

**12 | Fire Warning System**

Commentary:

*There is a manual/electric fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated.*

**13 | Emergency Lighting System**

Commentary:

*There is an adequate non-maintained emergency lighting system within the premises.*

**14 | Fire Fighting Equipment**

Commentary:

*There is a sufficient number of fire extinguishers correctly located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last twelve months.*

## 15 **Maintenance**

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting (if provided) and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded. (*Fire Log Book*).

Use the table opposite to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

EXAMPLE

Fire Risk Assessment Proforma  
Guidance Note – Example for Office Premises

15 Management - Maintenance					
Is there a maintenance programme for the safety provisions in the premises		Yes	4	No	
Commentary	<i>Records maintained within the fire safety log book.</i>				
Are regular checks of fire resisting doors, walls and partitions carried out		Yes	4	No	
Commentary	<i>Carried out by the services manager and recorded.</i>				
Are regular checks of escape routes and exit doors carried out		Yes	4	No	
Commentary	<i>Carried out by the services manager and recorded.</i>				
Are regular checks of Fire Safety Signs carried out		Yes	4	No	
Commentary	<i>Carried out by the services manager and recorded.</i>				
Is there a maintenance regime for the fire warning system		Yes	4	No	
Commentary	<i>Weekly check carried out by the services manager and recorded. Annual check carried out by contractors and recorded</i>	Weekly	4		
		Annually	4		
Is there a maintenance regime for the emergency lighting system		Yes	4	No	
Commentary	<i>Monthly checks carried out by the services manager and recorded Annual check carried out by contractors and recorded.</i>	Weekly			
		Monthly			
		Annually			
Is there maintenance of the firefighting equipment (by competent person?)		Yes	4	No	
Commentary	<i>Weekly check carried out by the services manager and recorded.</i>	Weekly	4		
		Annually	4		
Are records kept and their location identified		Yes	4	No	
Commentary	<i>The records for all aspects relating to maintenance issues are kept in the service manager's office.</i>				

## **16 Method of Calling the Fire Service**

Establish and record the method by which the fire service would be called in the event of a fire. i.e. (Automatic/person)

## **17 Emergency Action Plan (EAP)**

Produce an Emergency Action Plan (EAP), which details procedures in the event of a fire in the workplace.

The EAP should cover:

- All foreseeable events
- The action employees should take if they discover a fire
- How people will be warned
- How the evacuation is carried out (action on hearing fire warning)
- To include the evacuation of visitors and people with disabilities
- Assembly points
- Procedures for checking the premises have been evacuated
- Identify escape routes
- Firefighting equipment
- Duties and identities of persons with specific responsibilities in the event of a fire
- Where appropriate the isolating of machinery and processes
- How the fire service are called and by whom
- Liaison with fire service on arrival

Attach the EAP to the risk assessment.

## **18 Training**

All relevant persons should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods, (usually once or twice a year).

The training programme should also include the following:-

- Who receives training
- What training is given
- How often it is given
- Where it is recorded, (to include staff acknowledgement of training given)

Attach the training programme to the risk assessment.

### **Fire Drills**

Regular fire drills should be carried out both to support the training given and to test that the procedures work effectively.

**16 Method for Calling the Fire Service**

Specify:

*Receptionist to call 999*

**17 Emergency Action Plan (EAP)**

Commentary:

*There is a sufficient Emergency Action Plan attached to this record.*

**18 Training**

Commentary:

*Training is provided by the Training Manager.*

*A six-monthly training meeting is held to remind staff of what to do in the event of fire. Also included – How to call the Fire Service, and how to operate the fire alarm system.*

*All personnel including the Managing Director undertake this Training.*

## **19 Rectification of Fire Safety Deficiencies**

Make a list of the fire safety deficiencies found from the fire risk assessment.

Prioritise and rectify the deficiencies.

Once fully rectified, amend the fire risk assessment sheets and fire safety records.

Review the fire risk assessment as appropriate.

EXAMPLE



Fire Risk Assessment Proforma  
Guidance Note – Example for Office Premises

19 Fire Safety Deficiencies to be Rectified			
Deficiency/Rectification	Priority	Date to be rectified	Date Rectified
<i>Fire Exit door onto First floor fire escape is difficult to open. Requires attention</i>	1	10.11.06	
<i>Emergency Lighting on Second Floor not working. Requires attention</i>	1	14.11.06	
<i>Fire Procedure Notice missing from Tea room Requires replacement</i>	2	10.12.06	
<i>Fire Drill not carried out since May 2004. Organise and carry out drill</i>	1	15.12.06	

\*Insert additional pages as required

## 20 **Significant Findings**

From the outcomes of the risk assessment record the significant findings.

The significant findings should include:

- A record of the protective and preventative measures currently in place to control the risks
- What further action, if any, needs to be taken to reduce risk sufficiently. (As identified in Section 19 Fire Safety deficiencies)

EXAMPLE

Fire Risk Assessment Proforma  
Guidance Note – Example for Office Premises

<b>20 Significant Findings</b>	
Significant Finding	Control Measure/Action
<p><i>Deficiencies identified (see section 19)</i></p> <p><i>Deficiencies identified were linked to the Lack of a maintenance regime</i></p> <p><i>Lack of recorded Fire Drills due to retirement Of previous Training Manager.</i></p>	<p><i>Action required by Training Manager and Services Manager.</i></p> <p><i>Service Manager to implement Programme of Maintenance. Start Dec 06 – Review May 07</i></p> <p><i>Training Manager to carryout Fire Drills – Dec 06/June 07</i></p>

EXAMPLE

**21 Additional Hazards**

Although not forming part of the risk assessment persons in control of a premise are requested to inform the Fire Authority of any additional hazards within the workplace.

Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for fire fighting.

Specify any such hazard and inform the Fire Authority in order that an appropriate operational plan can be undertaken.

EXAMPLE

**21 Additional Hazards**

Specify:

*Smoke Cloak security device fitted within the premises.  
Hours of operation – 8pm – 8am*

EXAMPLE

Need to Consult Fire Service?

Yes

No

ROBIN HOOD ENTERPRISES

**FIRE SAFETY MANAGEMENT PLAN**

**FIRE SAFETY PLAN**

PERSON WITH OVERALL RESPONSIBILITY  
FOR FIRE SAFETY

RESPONSIBLE PERSON  
MR XXXX SMITH

POSITION  
MANAGING DIRECTOR

**FIRE RISK ASSESSMENT**

PERSON RESPONSIBLE FOR:  
CARRYING OUT AND REVIEW

RESPONSIBLE PERSON  
MR XXXX JONES

POSITION  
HEALTH & SAFETY ADVISOR

**MAINTENANCE PROGRAMME**

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIRE FIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON  
MR XXXXX HOOD

POSITION  
SERVICES MANAGER

**EMERGENCY ACTION PLAN**

PERSON RESPONSIBLE FOR:  
PRODUCTION AND REVIEW

RESPONSIBLE PERSON  
MR XXXX JONES

POSITION  
HEALTH AND SAFETY  
ADVISER

**STAFF TRAINING**

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON  
MRS XXXX MARION

POSITION  
TRAINING MANAGER

ROBIN HOOD ENTERPRISES

# **EMERGENCY ACTION PLAN**

## **ASSEMBLY POINT** – REAR CAR PARK

### **ACTION ON DISCOVERY OF FIRE**

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF TRAINED TO DO SO
- DO NOT PUT YOURSELF AT RISK

### **ACTION ON HEARING ALARM**

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

### **VISITORS**

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY