



Policy:	Fire	Reference:	FSES0034
		Review Date:	05/2023

Purpose.

To ensure the knowledge of emergency procedures in case of fire, and procedures and safety measures in place to prevent fire from starting.

Scope.

This procedure applies to all SES Engineering (Newark) Ltd offices, sites, and employees.

References.

- Fire Safety – An Employers Guide.
- Company Health, Safety and Welfare Policy.
- Fire Precaution (Workplace) (Amendment) Regulations 1999.
- Management of Health & Safety at Work Regulations 1999.
- Health & Safety at Work Act 1974.

Definitions.

Fire Fire is a chemical reaction that gives off light and heat.

All fire categories require 3 basic elements to burn:

1. Oxygen.
2. Heat.
3. Fuel.

Remove any one of these factors and the fire will extinguish. Similarly, if any of these elements are not present, then fires will not start. By making arrangements and having policies and procedures in place, the large majority of fires and resultant injuries can be prevented, provided these procedures are followed.

Fire Safety.

- In the event of fire, the safety of life will override all other considerations such as saving property and extinguishing the fire.
- If a fire is discovered, the alarm will be raised immediately. This should be the first action taken upon discovery of any fire regardless of size. SES Engineering (Newark) Ltd refutes the notion that the alarm should be raised only in the event of a large fire.
- To raise the Fire Alarm, locate your nearest Fire Chief Gas Horn and deploy. Locations of gas horns will be shown in fire safety training and toolbox talks. Fire and emergency procedure layout plans indicate locations of the gas horns.
- All employees are empowered to take the action to raise the alarm if they believe there is a fire, and no authority should be sought from management or any other person. The company will always support employees who operate the fire alarm system in good faith, regardless of whether it is ultimately determined that a fire existed. Safety is a priority in every situation.
- Responsibility for calling the fire brigade is outlined in these procedures and Fire Marshalls will be assigned.
- **The company does not require employees to attempt to extinguish a fire**, but extinguishing action may be taken if safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in all employee Fire Safety Training.
- Immediate evacuation of the building must take place as soon as the fire alarm is raised. *All occupants, upon evacuation should report to the pre-determined Assembly Point, namely the 'Weighbridge'.*
- Re-entry to the building is strictly prohibited until the fire brigade officer in charge declares that is safe to do so.



- Employees should report any concerns regarding fire procedures so that the company can investigate and take remedial action if necessary.

Ways in which fire can spread.

There are 4 principal ways in which a fire can spread:

1. Convection – Transfer of heat via air.
2. Conduction – Transfer of heat through solid materials.
3. Radiation – Transfer of heat via rays or waves.
4. Direct Contact.

Preventative Measures.

In order to control and manage fire safety risks, SES Engineering (Newark) Ltd has developed safe systems of work and are committed to ensuring that these systems are effective in controlling the risks.

- Identify those activities that require safe systems of work through the process of carrying out risk assessments.
- Identify safe methods of work for the identified activities; where necessary these will be written procedures in themselves to ensure formal safe systems of work.
- Implement the systems using the expertise of all employees involved in the work activities.
- Monitor the working of the safe systems through workplace inspections and reviewing accident/incident statistics derived from our accident reporting procedure. (Ref: AIRSES0002)

The person responsible for managing our safe systems of work is **Philip Roberts**.

We can only ensure the success of these safe systems with the full cooperation of all our employees. The aims of the fire risk assessment will be to:

- Identify and fire hazards.
- Reduce the risk of those hazards causing harm to as low a level as reasonably practicable whilst still being able to carry out our working activities.
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building should a fire start.

The persons responsible for carrying out the fire risk assessments are **Philip Roberts** and **Laura Stacey**.

Protective Measures.

The organisation will, in consultation with employees:

- Ensure any deaf persons on the premises are aware of the activation of the fire alarm, and that disabled persons, where required, are given assistance to evacuate the building.
- Appointed Fire Marshalls will be responsible for specific procedures in the event of fire including:
 1. Calling the fire brigade.
 2. Carrying out roll calls and supervising evacuation assembly points.
 3. Liaising with the fire brigade upon arrival.
- Regularly stage fire evacuation drills.
- Inspect the means of escape.
- Inspect fire-fighting equipment, including the required monthly/annual checks.
- Provide adequate fire safety training to all employees, plus specialist training to those with specific responsibilities (Fire Marshalls).

Fire Marshalls.

- Act as the Fire safety & Emergency contact/liason officer for their respective department or area.
- Are recognised as people with leadership qualities in the event of a building fire alarm activation or other emergency.
- Provide integral resources to the emergency services.

- Are expected to assist with fire safety issues on a daily basis for the areas they are responsible for.

Fire Marshall Name:	Site Location / Area of Specific Responsibility	Signed:
Jenny Shelbourn	Office	
Laura Stacey	Office	
Des Reilly	Workshop 1 & 2	
Joe Button	Workshop 1 & 2	

Four fire marshalls have been assigned to ensure that both the office and the workshop areas always have an active fire marshall in attendance.

Fire Classification.



Must Do.

- Keep all combustible litter down to a minimum. Housekeeping in general must be good.
- Do not use exposed flames, including sparks from grinding/cutting in the vicinity of combustible materials, flammable products, or vapours from contact adhesives etc. (Ref: HWSES0042)
- No electrical connection shall be made into any supply for temporary use or otherwise, which has not been completed by a qualified person.
- Temporary electrical supplies or otherwise shall not be overloaded deliberately or by inappropriate means.
- The bulk of materials to be stored for use in every day works should be stored away from the working areas, with only sufficient for a day's use to be in the working area.
- All materials should be stored in secure compounds with adequate separation between products. LPG and flammable materials (adhesives, paint, diesel, fuel etc) should be stored separately, also in secure compounds. (Ref: CSHSES0013)
- Monthly/annual checks of fire extinguishers to be made by appointed fire marshalls and any outside agency, as necessary. (Ref: SUESES0037 & FLSES0036)



- The type and quantity of fire extinguishers shall be appropriate for any fire that may start within the working areas, and with the knowledge of materials used and risks assessed by the fire marshall. ([see also fire diagram doc..... & SUESES0037](#))
- Suitable arrangements made for the safe evacuation of the premises in case of fire emergency and emergency services called. (Fire Marshalls). (Ref: SEEPSES0021)
- On-site training provided to all employees on evacuation procedures and where assembly points are.
- Weekly checks of the fire alarm system shall be made and recorded on the fire log. (Ref: FLSES0036)
- The emergency evacuation procedure will be tested at regular intervals not exceeding 6 months and all results recorded within the fire log. (Ref: FLSES0036)

Procedures in The Event of Fire.

1. Immediately raise the alarm upon discovery of any fire, however small. **Do not wait** until you have informed another person to gain permission to do so, such as a manager, fire warden etc.
2. Use your nearest Fire Chief Gas Horn to raise the alarm.
3. Summon the fire brigade without delay by calling 999. This will be the main responsibility of the fire marshall in attendance.
4. Use the 'What three words' app to inform the fire brigade of our exact location. (**Haggle, trembles, subsystem**).
5. Only attempt to extinguish a fire if it safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in staff fire safety training.
6. Evacuate the building as soon as the fire alarm is raised. Employees should be familiar with the procedure through the staging of regular evacuation drills. **Do not** wait to conclude meetings or telephone calls or to collect belongings.
7. Switch off any equipment which if left unattended may itself constitute a fire hazard.
8. As you make your escape, follow the protocols set out in the evacuation procedure (Ref: SEEPSES0021) paying attention to closing doors, especially fire resisting doors.
9. Report to the pre-determined assembly point (weighbridge) immediately. **Do not** re-enter the building until the fire brigade officer in charge has declared it safe to do so.
10. Fire marshalls must check that each area of the building has been evacuated and all employees are located at the fire assembly point. **Only** if safe to do so and does not endanger their own life.
11. The fire marshall needs to liaise with the fire brigade on attendance and arrange such assistance that the fire brigade may require.

Emergency Procedures During Temporary Failure of Fire Equipment.

During situations where there may be a temporary failure of fire equipment involving fire alarms, emergency lighting etc, management in the office should be informed as a priority to enable them to instigate suitable measures for repair and temporary measures for safety.

Administrative Guidelines.

Full records of fire precautions should be kept in the fire log. (Ref: FLSES0034) This information should be entered by the fire marshall in charge and should include:

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

Training.

All new employees are required to read the policy on fire safety as part of their induction process. All members of staff should be aware of the procedures in case of a fire. Contractors must be informed of fire arrangements on arrival at the premises. All new and existing employees should know:



- Who all the fire marshalls are and their responsibilities?
- Locations of Fire Chief Gas Horns for raising an alarm.
- The location and usage of all fire extinguishers including specific types of extinguishers to be used on each type of fire.
- The fire evacuation procedures.

In house training sessions for existing employees should be arranged, all attending on an annual basis. These fire safety training sessions must include instruction on fire prevention, what to do in the event of a fire and firefighting. Also including evacuation procedures and roles of the fire marshalls.

Records should be kept in the fire log of who attended each session and the date. This includes all employees, full or part-time.

Fire drills will be held at 6 monthly intervals.

Monitoring and Review.

This fire policy will be reviewed every 12 months or after any fire-related incident or change in guidelines. All fire-related incidents, including false alarms and near misses will be investigated thoroughly and the fire risk assessment amended, as necessary. Professional fire safety advice should be obtained for this review where required. All changes arising from the results of any review will be communicated to all employees and further training provided if required.