



Brunel Road, Leominster Enterprise Park, Leominster HR6 0LX

FIRE SAFETY

1. Introduction

Fire is a universal hazard across the workplace. Every person on the Companies premises should be familiar with the precautions and procedures in place. Please remember that in a fire situation injuries and death result more often from the effects of smoke than from flames.

If you have any concerns about fire safety, you should contact the Health and Safety Team

All of these items below should be included in Risk Assessment schedules.

2. Procedures for Managers or those with delegated responsibility

2.1 Ensure each room and space, including frequently used storage areas, has a FIRE ACTION notice displayed. Notify the office if any are missing. The Office personnel are responsible for supplying and placing these notices.

2.2 Check periodically all FIRE EXIT signs for appropriateness. If you are in any doubt or think signs are missing, contact the Office or the Health and Safety Team for advice.

2.3 Check periodically to see that all FIRE EXTINGUISHERS have been tested within the past year. On each extinguisher is a label, which has to be initialled and dated by a fire engineer. If you find an extinguisher which has gone more that a year without being tested, inform the Health and Safety / Fire Officer.

2.4 Check also throughout the areas for which you are responsible that you have the correct type of extinguisher for the activities being carried out:

RED extinguishers are for wood, paper, cardboard and textile fires; BEIGE extinguishers are for burning liquid fires;

BLUE extinguishers are for burning liquid and electrical fires

BLACK extinguishers are also for burning liquid and electrical fires. (BS EN3 Part 5, which came into effect on 1 January 1997, requires all new extinguishers to be RED, but they will have a band of colour appropriate to use).

2.5 Ensure good housekeeping in work areas: no papers, files, cardboard or materials are stored on floors or against radiators and electrical points.

2.6 Ensure all fire routes, corridors and staircases are unobstructed and no combustibles are left in these areas.

2.7 Ensure all doors, in particular SMOKE DOORS and FIRE EXITS, are kept unobstructed at all times, and that they open easily. Contact the Office personnel in case of difficulty.

2.8 Check periodically all power sockets, plugs and cables in your area of responsibility for damage or scorching. If you find this, report it immediately to a member of the senior management team. Over 60% of fires originate in electrical faults.

2.9 Never, allow any SMOKE DOOR (i.e. one marked with a blue label and/or fitted with a closer) or FIRE EXIT door to be propped open at any time. Smoke can travel throughout a building in a few seconds.

2.10 Fire extinguisher must be wall mounted and not removed (see Para 2.11).

2.11 Under no circumstances must members of staff attempt or use fire extinguishers for any other purpose other than to extinguishing a fire.

2.12 Co-operate with the management personnel in providing FIRE MARSHALS for your area. Ensure that all staff take part in FIRE DRILLS and are familiar with FIRE EVACUATION PROCEDURES, a copy of which should be posted in your area.