

FIRE ACTION PLAN

SEStran aims to provide and maintain safe & healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. SEStran also accepts responsibility for the Health & Safety of other people who may be affected by our activities.

1. EMERGENCY ACTION PLAN

The purpose of this emergency action plan is to ensure that all SEStran employees and visitors to the SEStran Offices know what to do in an emergency / fire situation and to ensure that the SEStran Offices can be evacuated safely.

1.1. EMERGENCY PROCEDURE

On discovering a fire or being informed of an emergency;

1. Raise the alarm by:
 - Shouting Fire
 - Pressing any emergency break glass units available
2. Call the Fire Brigade by:
 - Dialling 999 (There is direct access to an outside line from all phones)
3. If possible and without risk to yourself, ensure all doors and windows are closed and tackle the fire using an appropriate fire extinguisher
4. If possible carry out an effective sweep of every building to assist/ensure that each person has safely evacuated
5. Leave any building through the emergency exits.
6. Assemble at the assembly point.
7. Wait there until the person responsible has conducted a role call and stated that it safe to return to work. Only after the fire officer in charge of the incident has stated it is safe to do, will staff then be allowed to return and re-enter the building.

1.2. STAFF PROCEDURE

1. On report of a fire or emergency, the nominated responsible person will report to the fire assembly point along with the appropriate paperwork; the roll call of those in the buildings that day, including staff, visitors, tradesmen and any building plans; if safe to do so.

2. The responsible person, or a nominated person, will contact Local Authority Fire Service by dialling 999 and give their assessment of the situation.
3. If possible, and without placing themselves in danger, staff will then sweep the buildings to ensure, and assist, in the safe evacuation of the building.
4. The responsible person will then report to the fire assembly point, don the fluorescent jacket and assume the role of safety officer. They will then carry out the roll call for those within the premises.
5. On arrival of the local authority fire service, the responsible person will report to the officer in charge and pass on any relevant information.
6. Upon hearing of an emergency situation/ fire staff/visitors will report to the assembly point.

1.3. ASSEMBLY POINTS

There is 1 main Assembly point:

This is sited by the railings in front of Broughton Primary School..
PLEASE NOTE: As this is the assembly point for the entire building, SEStran staff/Visitors should endeavour to congregate together. This assembly point can be reached by turning right upon exiting Claremont House and walking approx 100yds.

1.4. FIRE DRILLS

SEStran will carry out a fire drill at least once a year and records will be kept to show this has been achieved. Any deficiencies found whilst the drill has been carried out will be noted and action taken to remove any dangers which are highlighted.

1.5. MAINTENANCE AND TESTING OF FIRE EQUIPMENT

SEStran acknowledges the importance of regular and effective maintenance and testing of all fire equipment. All fire fighting and detection equipment in the SEStran Offices will be serviced as per manufacturer's instructions. All fire fighting equipment will be serviced annually as per BS5306 part 3. This work will be carried out by the relevant, competent person and all records are kept.

1.6. FIRE SAFETY INSTRUCTIONS

The Fire Precautions (Workplace) Regulations 1997 amended 1999 requires that all employers must ensure that their staff are adequately trained in what action to be taken in the event of a fire situation.

Fire training provided by SEStran will:

- explain the SEStran Emergency Action Plan
- demonstrate means of escape

- take in to account the findings of all Fire Risk Assessments
- be carried out as part of the SEStran induction
- be carried out annually or after a new or greater hazard has been realised (i.e. after a fire risk assessment or introduction of new practices either in the premises or within the centre.)
- is recorded and kept

Fire training provided by SEStran includes:

- The action to be taken on discovering a fire.
- How to raise the alarm and what happens once this has been done.
- The action to be taken upon hearing a fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- How to call the Fire Brigade.
- The evacuation procedures for everyone within your workplace to reach an assembly point.
- The location and, where appropriate, the use of portable fire fighting equipment.
- The location of escape routes, especially for those ones not in regular use.
- How to open all escape doors, including the use of any escape fastenings.
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- The reason for not using lifts, except those specially commissioned or adapted for the evacuation of disabled people.
- The importance of general fire safety and the need for good housekeeping.

1.7. FIRE WARDENS

SEStran has two appointed fire wardens who carry out specific duties on a regular basis and in the event of a fire situation.

The role of the fire wardens is to:

- Take appropriate and effective action if a fire occurs
- Ensure that escape routes are available for use
- Identify hazards in the work place
- Record and report their observations

If a fire is discovered the warden should:

- Ensure the alarm has been raised
- Ensure that if possible without danger to themselves ensure that the manufacturing processes have been made safe
- Evacuate staff from the building or area involved

- Check that any staff or visitors with disabilities are assisted as planned
- Call the reporting centre and give details of the location, severity and cause of the fire if known
- Fight the fire if safe to do so

1.7.1. On alarm activation the fire wardens should ensure the safe evacuation of their area/ the building, ensuring that security measures such as closing fire resistant safes are undertaken, providing it is safe to do so. Electrical equipment should be isolated and windows shut if possible.

1.7.2. When the area for which the warden is responsible has been evacuated, a rapid, methodical search should be undertaken to ensure that no one remains in storerooms, toilets and similar areas.

1.7.3. The warden should then report to the assembly point and take part in the roll call procedure.

1.7.4. The procedures listed within the company document should be carried out by the fire wardens at the beginning and end of each day. These should be logged to show that they have been carried out.

1.8. BUILDING PLANS

A basic line drawing, showing the layout of the buildings, all fire points and escape routes (appendix ?) is kept in the SEStran Offices and will be made available to Local Authority Fire Service on request. It will be the duty of the fire wardens to ensure that in a fire situation these documents are made available.

1.9. FIRE RISK ASSESSMENT

In accordance with the Fire Precautions (Workplace) Regulations 1997 amended 1999, SEStran had a Fire Risk Assessment carried out by DJB Fire Safety & Training Ltd. (appendix ?) in order to highlight all reasonably foreseeable risks, and to implement procedures that will reduce or remove the hazard that they possess.

A Fire Risk Assessment will be carried out on an annual basis, or when a procedure changes, or is introduced, that increases the risk that all ready is in place.

The results of the Fire Risk Assessment are made available to everybody including staff, their representatives, owners of the building and other businesses which share occupancy of the building.

1.10. FIRE HAZARD EVALUATION

The following will be checked and recorded on a weekly basis (appendix ?) and as part of the annual fire risk assessment:

- All fire exits are opened fully

- All fire exit doors are checked to ensure that they close fully into their door frames and are not binding on the floor
- Emergency fastenings on doors operate satisfactory
- Fire safety signage is correct
- Fire action notices are in place and correct
- Fire exit signage is in place and satisfactory

1.11. COSHH

It is prudent to keep such records available as many chemicals are reactive to fire, and may encourage the rapid, or explosive spread of fire, in a fire situation.

Staff should be made aware of the dangers of handling and storing these chemicals, and training should be given and records kept showing that your staff have been trained.

1.12. ELECTRICAL SAFETY

All electrical equipment should be serviced on an annual basis, or in line with the manufacturers' recommendations. This work must be carried out by a competent person/company.

PAT testing should be carried out on all portable electrical equipment to show that it is in a good state of repair. The company policy states a recommended period between inspections, though liaison with a competent person/company would confirm the timescale between tests.

1.13. CONTRACTORS

Whilst on your premises you have a legal obligation to protect and ensure that contractors, sub contractors and self employed individuals have a safe place of work. They must be made aware of your companies' health & safety policy, fire evacuation plans and first aid arrangements.

1.14. FIRE SAFETY

This section highlights everything that you require under your own company Fire Safety Policy.

It highlights some of the areas covered in your Fire Risk Assessment, and introduces control procedures designed to help customers and employees evacuate safely in a fire situation.

- All members of staff must receive fire safety and evacuation training at induction and prior to commencing work. Records of this training must be kept, and refresher training should be carried out on an annual basis. This training would also include how to recognise the types of fire fighting equipment available to your staff, and how to use it.
- All escape routes should be suitably illuminated, and any defective lighting should be reported to the centre management at the earliest possible convenience. The practice of good housekeeping should

be encouraged and waste products and rubbish should not be allowed to accumulate within the escape routes.

- Your staff, as part of its daily checks should ensure that any fire doors operate correctly, and that they remain closed and are not obstructed, or propped open.
- Your fire fighting equipment must be maintained and serviced as per the relevant BS standards, by a competent person/company.
- A fire drill must be carried out at least annually so as to test the capabilities of the Emergency Action Plan. Records must be kept.
- Flammable materials must not be stored near or against hot equipment or electrical fittings. Flammable liquids must be stored in lockable containers. Records should be kept of hazardous chemicals or gases which may aid combustion. These chemicals/gases must be stored in accordance to manufacturers' recommendations.
- Log books must be maintained showing that you have carried out regular inspections of escape routes, emergency lighting tests, fire drills, alarm tests, fire doors, fire training* and fire equipment servicing*.

ESCAPE ROUTES

We will endeavour to keep all escape routes clear at all times to ensure that there is a safe and easily accessed escape from every building.

All members of staff will be trained/instructed in the identification and use of the fire fighting equipment available to them.

DISABLED

See attached sheets in the Fire Risk Assessment which highlights our policy to identify and assist anybody who may require help to evacuate.

This emergency plan should be kept in the workplace, be available to your employees and the employees' representatives (where appointed) and form the basis of the training and instruction you provide. Any written plans should be made available for inspection by the local fire authority if required.