

POLICY

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 on discovery of any fire, however small. Our organisation does not accept the notion that the alarm should be raised only in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. MWMAC Ltd. will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the fire procedures.

The person responsible is **Mrs. Anne Hughes if she is present otherwise Mrs. Victoria Laurie**

MWMAC Ltd does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which fire-fighting should be avoided or discontinued will be included in staff fire safety training.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly point, which is opposite **the front entrance in the car park.**

Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building. Employees should report any concerns regarding fire procedures, so that the management can investigate and take remedial action if necessary.

FORMAL PROCEDURES FOR SECURING THE HEALTH AND SAFETY OF WORKERS

MWMAC Ltd will, in consultation with employees and their representatives:

- Ensure that any deaf persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building
- Appoint persons to be responsible for specific procedures in the event of fire, including the person responsible for summoning the fire brigade.

Fire wardens Victoria Laurie

- Those responsible for carrying out roll calls or supervising evacuation assembly points
- Fire incident controllers responsible for liaising with the fire brigade on arrival

Security personnel Victoria Laurie

- Inspect the means of escape
- Regularly stage fire evacuation drills
- Test and inspect fire-fighting equipment and fire warning systems
- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

ARRANGEMENTS

SAFE SYSTEM OF WORK

1. Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait

until you have informed another person

2. If fire procedures involve informing a continuously manned location on site, do so, provided this action is taken from a place of safety after operating the fire alarm system
3. Do not rely on automatic fire warning systems. Summon the fire brigade without delay by the usual method as automatic methods of transmission can fail
4. Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which fire-fighting should be avoided or discontinued is included in staff fire safety training
5. Evacuate the building as soon as the evacuate signal is given. Employees should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings
6. Switch off any equipment which, if left unattended, may itself constitute a fire hazard
7. As you make your escape, close doors, particularly those designated as fire resisting doors
8. Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer in charge declares it is safe to
9. Fire wardens. Check each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly points
10. Fire incident controller. Liaise with the fire brigade on attendance and arrange such assistance from the organisation as the fire brigade may require

SUMMARY OF OUR POLICY STATEMENT

In the event of fire, the three most important actions we are trained to carry out in chronological order, are:

- 1. Raise the alarm**
- 2. Summon the fire brigade**
- 3. Evacuate the building — attempts to extinguish the fire should only be made if it is safe to do so.**

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