



HUNTSWOOD

FIRE SAFETY POLICY (ASSOCIATE VERSION)

APPROVAL CONTROL

ROLE	NAME	DATE
Director of Risk	Steve Mills	01/07/2016

VERSION CONTROL

VERSION	AUTHOR NAME	VERSION CHANGES	DATE
1.0	Steve Mills	Final signed off version	01/07/2016
1.01	Jayne Morris	Amend to location of IRT during an evacuation and expected behaviours when alarm sounds in only one area of the building	07/10/2016
1.02	Jayne Morris	Annual review. Amended to reflect additional satellite offices	06/07/2017
1.03	Jayne Morris	Amended to reflect position re smoke vents in Abbey Gardens	02/08/2017

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OBJECTIVE

This document defines Huntswood's policy and principles in the event of a fire at any Huntswood premises. The Directors of Huntswood recognise that they have a responsibility to provide a safe environment for staff, contractors and visitors so far as it is reasonably practicable. Part of this responsibility is in the provision and management of fire safety systems and procedures.

The objective of the Fire Safety Policy is to provide a robust fire safety framework which will be implemented to secure the safety and well-being of everyone on Huntswood premises and to protect Huntswood's assets. Huntswood will achieve this by ensuring it can respond to an unexpected fire that may inhibit the ability to carry out key activities.

APPLICABILITY

Huntswood's Fire Safety Policy applies to all premises and activities falling, to any extent, under Huntswood's control excluding client sites.

This policy applies to permanent, fixed term contractors, temporary employees of Huntswood and Associates, Contractors, Limited Company Contractors (Huntswood representatives) based in Abbey Gardens, any Huntswood satellite office and all visitors.

POLICY PRINCIPLES

1. Fire Risk Assessment

Huntswood shall ensure that a responsible person conducts a fire risk assessment on Huntswood's premises, and the responsible person will be a suitably qualified competent person with appropriate training and knowledge of the type of workplace.

The annual fire risk assessment shall be undertaken by suitably qualified and competent persons for all Huntswood premises. Information contained in the fire risk assessment is made readily available on the Vault.

The fire risk assessment is reviewed annually and sooner if there are significant changes to the buildings, contents or type of work carried out.

2. Fire Safety Management of Systems and Equipment

Huntswood shall ensure that fire safety systems and equipment are managed to maintain fire safety on Huntswood premises.

2.1. Fire Signage

All escape routes and fire exits shall be clearly marked with appropriate signage. Fire Action Notices are displayed next to all manual break glass fire alarm call points. Fire door notices, fire extinguisher use signs, assembly points and other appropriate information are also displayed.

Signs and notices are checked monthly to ensure they are in position and undamaged.

2.2. Fire Doors

Fire resisting, smoke control, self-closing doors are fitted to corridors, kitchens and housekeeping cupboards etc. Fire resisting doors are the premises first line of defence if a fire occurs, they enable people to escape safely by preventing smoke and fire spreading. They are maintained to a high standard of efficiency.

They must not be held open by unauthorised means such as hooks and wedges.

Fire exit doors and any fire doors forming part of the route shall be kept clear of obstruction and maintained to be easily and immediately opened. The escape routes must also be kept clear of obstructions.

2.3. Fire Alarms

All Huntswood premises have a fire alarm system, incorporating smoke and heat detection, which are checked regularly under contract by qualified specialist engineers to British Standard BS5839 Part 1. In accordance with British Standard, the fire alarm is sounded weekly at the same time and day to ensure it and any linked equipment is functioning correctly:

- In Abbey Gardens, Reading the alarm is sounded weekly on Tuesday morning at 11.00am.
- In Pioneer House, Ellesmere Port the alarm is sounded weekly on Friday morning at 10am

During the system test all audible indicators are checked to ensure they are working correctly, any faults or failures are recorded and immediately reported to the servicing contractor by the Building Manager.

Any activation of the alarm system outside the specified test period triggers a full building evacuation.

2.4. Emergency Lighting

The emergency lights are tested monthly, and their batteries are drained annually in accordance with BS EN 50172:2004/ BS 5266-8:2004 and Fire Precautions (Workplace) Regulations 1997.

2.5. Fire Extinguishers

All fire extinguishers are checked monthly to ensure they are correctly positioned, charged and not damaged. Fire extinguishers are maintained annually by suitably qualified and competent persons across Huntswood premises. In the event of the use of any fire extinguisher, replacement or recharge is arranged immediately.

2.6. Smoke Control Systems

Abbey Gardens has smoke control systems which are located in the air vents at the top of the fire escape stairwells. The smoke control systems are activated by the smoke detectors.

3. Fire Safety Management of People and Procedures

3.1. Fire Wardens

In line with regulations Huntswood has fire wardens on all Huntswood premises, not including client sites. We work to the ratio of approximately one fire warden to fifty people.

3.2. Employee Management and Training

Employee fire training is carried out at the beginning of employment (induction training) and also forms part of the annual Health and Safety training. Fire wardens also receive appropriate training on their responsibilities and duties.

Fire training is designed to prevent fires occurring and ensure prompt evacuation in the event of a fire.

3.3. Fire Drills

A fire drill is a legal requirement and is undertaken at least once within a twelve month period.

A fire drill is the physical practice of the procedures to be followed in the event of a fire and/or an evacuation. The fire drill should be a planned event with as few people as possible knowing beforehand. A record of the fire drills is maintained by the building management, and Huntswood has access to that record.

Discussions of the procedures form part of the induction fire training.

3.4. Persons at Risk and Disabled Evacuation

Pregnant, disabled and mobility impaired persons will have a designated “fire buddy” assigned to them and a PEEP (Personal Emergency Evacuation Plan) to assist them in evacuating the building. An individual’s line manager is responsible for ensuring that a PEEP is in place where necessary.

A PEEP may include special evacuation procedures. A template can be found at Annex B.

Such an assessment takes account of the following:

- Those who may not have the ability to hear the alarm
- Those with ambulant disability, particularly wheelchair users
- Persons whose sight is limited
- Pregnant colleagues

3.5. Huntswood Visitors

Huntswood has visitors during the course of the working day and has legal obligations to fulfil in managing this, both for the well-being of visitors themselves and also of Huntswood staff.

A record of all visitors must be kept for the purposes of security and fire safety.

Hosts should ensure that their visitor has signed in and the following information is recorded:

- Visitors name and Company
- Date and time of visit
- Name of host responsible for the visitor

All visitors must wait in the Huntswood reception area until their host collects them, and they must be accompanied at all times.

When chairing a meeting it is the host’s responsibility to include ‘housekeeping’ as part of the agenda; to ensure that the visitors are aware of the fire procedures within the building and all appropriate fire exits. Should an evacuation be required, the host is responsible for their visitors and ensuring that they are safely out of the building via the nearest fire exit and report to the fire warden.

3.6. Business Continuity ‘Grab Bags’

A ‘grab bag’ is held by the Facilities Manager and the Technology department to assist with the evacuation. Once everyone has been evacuated from the premises, the Facilities Manager is responsible for handing over the ‘grab bag’ to the Business Continuity Manager.

4. Fire Safety Management of the Premises

4.1. Furniture and furnishings

Huntswood complies with relevant regulations and ensures that no highly combustible furniture or carpets are used on fire escape routes.

4.2. Electrical and other hazardous appliances

Huntswood ensures that all electrical equipment has been suitably tested with certificate of testing made available. Huntswood carries out PAT testing bi-annually and fixed wire testing every five years.

Poorly installed and maintained electrical installations and equipment can be a significant cause of accidental fires in offices and similar premises.

The following items are specifically forbidden:

- Portable electric radiant fires
- Multiple plug adaptors
- Any personal electrical item

4.3. Waste management

Waste is a considerable fire risk if not adequately managed and controlled. There is risk from the following:

- Accidental ignition from cigarette ends in outside smoking areas. Smoking areas are therefore not located near waste areas
- Irregular or insufficient collection of waste material especially waste packaging and paper, old carpets and furniture.
- Obstruction of fire escape routes from waste or waste bins

We therefore ensure that our waste is managed efficiently to reduce the likelihood of fire and the obstruction of a speedy evacuation.

4.4. Seasonal decorations

Care must be taken when using seasonal decorations as they can be a fire risk.

- Decorations must be made from inherently fire-retardant materials
- They must not be used on any escape routes or in such a way as to obstruct any fire exit
- Lighted candles or other naked lights must not be used on Christmas trees or in proximity to other decorations
- Care must be taken when hanging decorations so that they do not come into contact with hot surfaces including heating elements and light bulbs/fittings
- Christmas tree lights are treated in the same way as other electrical appliances and are tested before use and after periods of use

FIRE EVACUATION PROCEDURES

1. Getting familiar with the procedure

Everyone must ensure that they:

- Are familiar with the Huntswood fire procedures
- Are familiar with the location of fire exits
- Know their assembly points which are indicated in Annex A

2. Discovering a fire

Any person suspecting or discovering a fire shall:

- Raise the alarm by breaking the glass of the nearest fire alarm call point found on corridors adjacent to fire exit doors
- Call the Fire and Rescue service direct by dialling 999 and give the address of the building and any other information they require
- Leave the building by the nearest available exit

3. Fire evacuation procedure

Any person hearing the fire alarm shall:

- Close all windows and doors if it is safe to do so
- Leave the building quietly and calmly by the nearest available fire exit route
- Do not use the lifts
- Do not go back to collect your belongings
- Do not put yourself at any risk but help others where possible
- Do not smoke until you are at the fire assembly point
- Go **directly** to the fire assembly point and report to your manager:
 - Abbey Gardens, Reading – the fire assembly point is located in Forbury Gardens. The second and third floor teams will be located in the lower quarter of the Forbury Gardens; the fourth and fifth floor will be located on the upper quarter (as indicated in Annex A). During the Christmas period when Forbury Gardens is unavailable, Chestnut Walk next to the canal and prison to the rear of Abbey Gardens will be used. Communication to all representatives is undertaken annually when this change occurs.
 - Pioneer House, Ellesmere Port – the fire assembly point is located in the centre of the main car park
- Never re-enter the building unless instructed to do so by a member of the fire and rescue service or the fire wardens or by building security staff
- Managers **must** satisfy themselves that all persons are accounted for and inform either a fire warden or the Incident Response Team, congregated by the Trooper Potts war memorial to

the left of the entrance to Forbury Gardens, **immediately** if a team member/visitor is missing

- Any instructions fire wardens give to staff must be complied with as they are exercising their duties

4. Fire events

All actions under any events will be monitored by the Incident Response Team.

ROLES AND RESPONSIBILITIES

The Fire Warden

The reactive role of the fire warden is to ensure that their area of responsibility has been cleared of personnel. This is carried out in the form of a “clean sweep”.

Upon hearing the fire alarm the appointed fire wardens for each nominated area must:

- Wear their yellow High Visibility jacket
- Encourage all staff, visitors and contractors in their designated area to evacuate the building via the nearest emergency fire exit
- Carry out a “clean sweep” of their designated area, ensuring that all occupants of that area have been evacuated
- Ensure all doors are closed, if safe to do so
- Once the designated area has been cleared, then the fire warden should proceed to the evacuation point and report to the Building Security to confirm their area is clear
- Any issues escalated to a fire warden should be escalated to the Incident Response Team immediately.

TABLE OF DEFINITIONS

The table of definitions provides definitions of terms used within the policy document

TERM	DEFINITION
Huntswood Representative	Anyone who works for or on behalf of Huntswood
Visitor	Anyone who is not considered to be a Huntswood Representative
PEEPS	Personal Emergency Evacuation Plans
Fire Warden	Persons appointed to ensure the safe evacuation of all Huntswood staff

POLICY RESPONSIBILITIES

The following table defines the business roles and their responsibilities in regard of the policy document.

RESPONSIBILITY	ROLE	DEFINITION
Owner	Risk Director	The Owner ensures the policy is reviewed and maintained on a regular basis
Reviewer	Head of Infrastructure	The Reviewer ensures the policy document aligns with relevant legislation and company requirements
Author	Facilities Manager	Shall update the policy document in a succinct time frame on receiving updates from the reviewer and in accordance with company policy writing guidelines
Policy Audience	Huntswood Representative	Must apply the business policy to the business they undertake on behalf of Huntswood

APPLICABLE STANDARDS AND LEGISLATION

- Building Regulations 2000
- Regulatory Reform (Fire Safety) Order 2005
- BS5839 Part 1
- BS EN 50172:2004/ BS 5266-8:2004
- Fire Precautions (Workplace) Regulations 1997

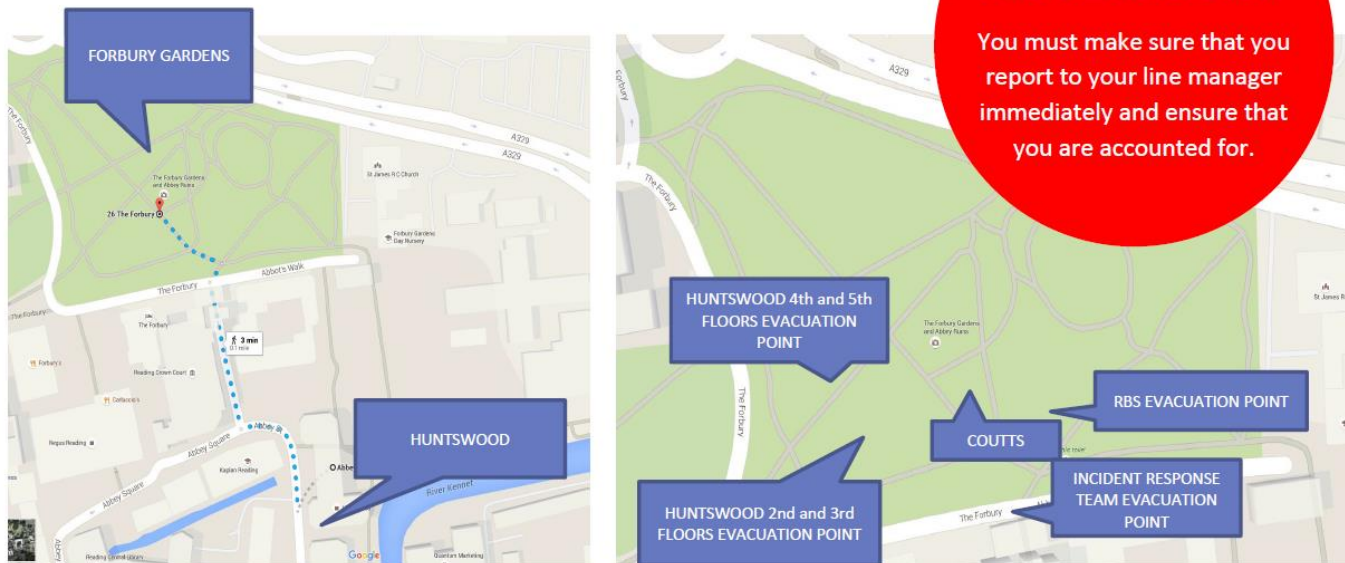
CONTRACTED SUPPLIERS

- Castle Fire
- Thames Valley Fire
- Marsh and McLennan Companies
- Instant Group
- Diamond Fire Extinguishers

ANNEXE A

Fire Assembly Point Map

FIRE EVACUATION PLAN



ANNEXE B

PEEPS Template

NAME	
ROOM	
LOCATION	

NUMBER OF PEOPLE REQUIRED TO ASSIST ME	
NAMES	
BACK-UP	
RECORD OF MY ESCAPE PLAN	
SPECIALIST EQUIPMENT TO ASSIST MY ESCAPE	