

# OVERWORLD

## **FIRE POLICY & PROCEDURES**

SEPTEMBER 2023

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## INTRODUCTION

If you own, manage, or operate a business, you need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order". It applies across England & Wales & came into force on 1 October 2006.

The order applies to virtually all premises & covers nearly every type of building, structure, & open space.

**It does not apply to** people's private homes, including individual flats in a block or house.

## POLICY STATEMENT

The issue of Fire Safety is taken extremely seriously & we will strive to ensure the Organisation & its employees comply with the relevant regulations, guidance & advice to ensure the safety of all persons in or in the vicinity of the premises from fire & its effects.

Staff should be aware it is a criminal offence not to consider their own & other's fire safety whilst at work. Breaches will be dealt with in a robust manner.

## RESPONSIBILITIES

**Mark Pickering**, Managing Director is the designated "Responsible Person" & retains overall responsibility for this policy & the management of fire safety & under the Regulatory Reform (Fire Safety) Order 2005. He also takes responsibility for

- ✓ Ensuring portable electrical appliances are maintained as required (PAT (Portable Appliance Testing))
- ✓ Ensuring fixed electrics are inspected at least once every five years

**Alfa Laval Ltd** [camberley.facilities@alfalaval.com](mailto:camberley.facilities@alfalaval.com)

- ✓ The daily check of the fire alarm
- ✓ The weekly test of the fire alarm
- ✓ The monthly test of the emergency lighting
- ✓ Completion of the *Fire Risk Assessment* & Fixed electrical inspections
- ✓ Ensuring the fire alarm, emergency lighting & firefighting equipment (& other fire safety measures if found) is serviced by a competent person
- ✓ Organising & conducting Evacuation Drills

### **Steve Mitchell - Fire Warden**

- ✓ Ensuring all exits are available & useable during time people are in the premises (recommended daily)
- ✓ Firefighting equipment is in place & undamaged (recommended weekly)
- ✓ Ensuring appropriate cleaning of kitchen extract ducts where appropriate
- ✓ Keep sources of ignition & flammable substances apart
- ✓ Staff have received induction training

- ✓ Complete of refresher training
- ✓ Records all staff who have taken part in Alfa Laval Ltd's evacuation drills

**All staff**

- ✓ Have a responsibility for their own & other's fire safety
- ✓ Have an obligation by law to understand & follow this policy – any breaches will result in Disciplinary Procedures
- ✓ Keep Fire Exits clear
- ✓ They should report any possible dangerous issues to Steve Mitchell, Mark Pickering or Julie Pickering for action
- ✓ Staff are forbidden from carrying out actions that could compromise theirs or others' fire safety
- ✓ Avoid accidental fires, e.g., make sure heaters cannot be knocked over
- ✓ Always ensure good housekeeping, e.g., avoid build-up of rubbish that could burn

**Surrey Fire & Rescue Service**

- ✓ Keep residents, workers, & visitors to Surrey safe. An important part of this duty is making sure that people responsible for commercial premises are following the rules.
- ✓ Make unannounced visits to businesses to make sure they are following the rules & keeping employees & members of the public safe

**INSPECTION BY SURREY FIRE & RESCUE**

- Officers will explain the reason & purpose of the visit & provide identification on request
- Will exercise discretion & have regard to your approach to compliance
- Will support you in meeting your statutory obligations
- Will act on an assessment of risk & minimise our impact on your business.
- Officers can take action ranging from providing information & advice to prosecuting those responsible in a court of law

**THE ORGANISATION'S FIRE STRATEGY**

- The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the initial stages & provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety
- The evacuation procedure is for all persons to evacuate immediately.
- The type, number & level of fire safety measures will be decided by Fire Risk Assessment (FRA) carried out by a competent person
- Whilst management accepts there is a legal duty to ensure there is some persons trained in the use of firefighting equipment, they do not encourage the fighting of

fires by staff & actively discourages the fighting of fires by any guests unless they have received training

- Staff will receive fire safety training including the use of fire extinguishers, but their overriding responsibility is to sound an alarm & initiate an evacuation of the immediate area. The company fire strategy concentrates on life safety & not property protection.

Please see *Appendix 1 - Fire Evacuation Plan*

### **FIRE RISK ASSESSMENT (FRA)**

Alfa Laval Ltd employ a competent person to assist them with their duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the Regulatory Reform (Fire Safety) Order 2005.

- ✓ A fire risk assessment will be completed for each work area.
- ✓ The FRA will be reviewed annually or when there is a major change in circumstance to the premises.
- ✓ A hard copy of the FRA will be held on site in a safe place.
- ✓ The FRA is a comprehensive assessment of the building, the processes taking place & the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects.
- ✓ The assessment considers life safety & not property protection.
- ✓ The assessment will provide a list of Significant Findings. These are items that are likely to present an unacceptable risk to people & will specify:
  - what the problem is, what existing control measures are in place & what additional measures should be instigated.
  - Any Significant Finding will be prioritised as High, Medium, & Low or as a Note. High, Medium, & Low are an identification of the risk the hazard presents to relevant people.
- ✓ The Company will use this system as a way of prioritising the work to complete it.
- ✓ Where a Significant Finding is stated as a Note, there is unlikely to be any additional control measure.
  - The Note is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.
- ✓ The Responsible Person is responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

### **TESTING & MAINTENANCE FIRE ALARM & DETECTION**

The level of coverage will be set by the FRA & serviced in accordance with the relevant British Standard by a competent person.

- ✓ The alarm will be inspected daily by staff to ensure it is showing a healthy supply (This is completed by Alfa Laval Ltd where the fire board is located in their main premises).

- ✓ The call points will be tested every Wednesday morning by using a test key to operate a different call point each week on a rolling programme.
- ✓ Records of the tests will be maintained by Alfa Laval Ltd for inspection by company personnel, fire risk assessors & enforcement officers.

### **EMERGENCY LIGHTING**

The level of emergency lighting will be dictated by the FRA.

- ✓ The installed system will be tested monthly by Alfa Laval Ltd by using a suitable test key or by isolating (using the local light circuit breaker) the lights.
- ✓ The system will be serviced annually by a competent firm of engineers in accordance with the current British Standard.
- ✓ Records of the tests will be maintained by Alfa Laval Ltd for inspection by fire risk assessors & enforcement officers.

### **PORTABLE ELECTRICAL EQUIPMENT**

- ✓ All portable electrical equipment in Overworld AMP Ltd is visually inspected daily for safety & usability prior to use.
- ✓ There are several members of staff competent to fix & modify electrical equipment on-site.
- ✓ The company will have equipment tested in accordance with Health & Safety Executive (HSE) guidance.

### **PORTABLE FIRE FIGHTING EQUIPMENT**

- ✓ The portable firefighting equipment will be inspected to ensure the equipment appears in good condition; all extinguishers have a safety pin & plastic tag fitted & all equipment is in its appropriate position.
- ✓ Alfa Laval Ltd will organise the equipment to be serviced by a firm of competent engineers in accordance with the manufacturer's instructions & the current British Standards.

### **MEANS OF ESCAPE**

- ✓ The designated fire marshal will check daily that all fire exits are unobstructed, any potential fire hazard removed or stored safely & that all fire exits doors are free of movement.

### **RECORDS OF TESTING & MAINTENANCE**

- ✓ Alfa Laval Ltd are responsible for keeping accurate & true records associated with testing & maintenance of fire safety measures as well as staff training & evacuation drills
- ✓ The Fire Marshall will hold records of any staff training involved in fire evacuation from Overworld AMP Ltd
- ✓ In the case of staff training records, they should be retained in accordance with *Appendix 1 Data Retention & Disposal of Records Policy within the Data Protection, GDPR & IT Policy*

- ✓ The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation

### STAFF TRAINING

- ✓ All staff will be given induction training when employed; this will take place on their first day of employment & will encompass:
  - Action to take on discovering a fire or hearing the alarm
  - Location of exits Assembly points
- ✓ Where necessary, nominated key staff such as fire-marshals will receive additional annual training providing detailed knowledge on the installed fire safety measures & use of firefighting equipment.
- ✓ Staff will sign the Training Record to show they have completed the training.
- ✓ Continuation training should be completed annually.

### EVACUATION DRILLS

These are organised by Alfa Laval Ltd

- ✓ The drill should take place at least annually.
- ✓ All staff should sign the Training Record to show they have completed the drill.

### USING FIRE FIGHTING EQUIPMENT

- ✓ Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely, however, they must not do this where they would put themselves or others at risk of harm from the fire or its effects.
- ✓ Visitors are actively discouraged from fighting fire unless they have received specific training
- ✓ Any such firefighting is carried out at their own risk.
- ✓ Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting.
- ✓ The level of equipment provided will be decided by the fire risk assessment or other competent persons.

### PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

- ✓ All staff & visitors known to have a disability which may prevent them from **quickly & safely** being alerted to a fire &/or using the escape routes will have a PEEP (Personal Emergency Evacuation plans) completed on them.
- ✓ The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency & a safe means of escape considering their disability or illness.
- ✓ The PEEP should not disadvantage the employee in their job role but ultimately the purpose of the PEEP is to ensure the safety of the employee & if no reasonable solution can be found to ensuring the safety of the person a restriction in their location within or on the premises may have to be considered.

- ✓ When completing a PEEP, the Manager should speak to the person involved to discuss:
  - ? What fire safety issues present problems?
  - ? How serious are the problems? How can they be overcome?
  - ? A generic PEEP can be found on Firesafe Solutions website.
- ✓ Where it is recognized that a visitor has a disability that may affect their escape from the building the Responsible Person or designated fire warden should consider discussing with them how they can be assisted, however, as these are private premises, there is no legal requirement to formally provide outside assistance.

### **VISITOR LOG**

- ✓ All visitors when first entering or leaving the premises must sign themselves in or out on the *Visitor Log* to provide evidence of their whereabouts in event of an evacuation.
- ✓ The accurate completion of the *Visitor Log* will be supervised by a member of the staff team on duty.
- ✓ Overall compliance with the accurate & timely completion of the *Visitor Log* will be monitored by the senior members of staff.

### **BLIP TIMESHEET APP**

- ✓ Staff will use the Blip app to record their time in the building.
- ✓ There is a geocache around the premises. If a member of staff leaves but does not clock-out on the app, the geocache will be activated. In the event of a fire, the Fire Marshal can see that the employee is not in the building.
- ✓ Overall compliance with the accurate & timely use of Blip will be monitored by the senior members of staff.

### **CONTRACTORS ON SITE**

- ✓ Any contractors invited to site to carry out authorised repairs must provide onsite management with a method statement stating how the work is to be safely completed; this must include a section on fire safety.
- ✓ Any contractor invited on site to complete "hot work" (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used & what precautions will be put into place to reduce the risk & deal with a fire.
- ✓ All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment
  - All such firefighting equipment must be in service (within one year)
- ✓ When the contractors have set up to work, onsite management must carry out an inspection & satisfy themselves they are working safely & to their risk assessment/method statement.



- ✓ Onsite management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff &/or visitors.

### **GENERAL FIRE SAFETY HAZARDS**

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) & oxygen:

- ! sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), & anything else that can get extremely hot or cause sparks.
- ! sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish & furniture.
- ! sources of oxygen include the air around us.

### **DANGEROUS SUBSTANCES THAT CAUSE FIRE & EXPLOSION**

Work which involves the storage, use or creation of chemicals, vapours, dusts etc that can readily burn or explode is hazardous. Each year people are injured at work by flammable substances accidentally catching fire or exploding.

Many substances found in the workplace can cause fires or explosions. These range from the obvious, e.g., flammable chemicals, petrol, cellulose paint thinners & welding gases, to the less obvious – engine oil, grease, packaging materials, dusts from wood, flour, & sugar.

It is important to be aware of the risks & to control or get rid of them to prevent accidents.

## APPENDIX 1. FIRE EVACUATION PLAN

### Our address & contact number:

Overworld  
7 Doman Road  
Camberley  
Surrey GU17 3DN  
01252 514999

### What sound does the fire alarm make?

A continuous warning siren

### In the event of a fire:

#### RAISE THE ALARM

- ! Notify other immediate staff
- ! Activate the alarm from the nearest call point
- ! If the fire is detected by automatic detectors, this will trigger the fire alarm
- ! Mentors need to take responsibility for their mentees

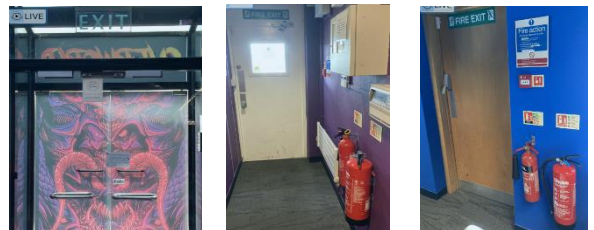
#### TAKE ACTION

- ! The Fire Marshall or in their absence a Senior member of staff will take charge & lead in the fire evacuation.
- ! The Lead will instruct another senior member of staff to **Dial 999** & request attendance by the Fire Service.
  - o The callers will need to give their name, the building address (as detailed above), contact number & details of fire.
- ! The Lead will collect the *Visitor Log* from reception & their mobile phone for access to BLIP, if safe to do so.
- ! Staff & visitors must immediately commence evacuation of the building on hearing the alarm.
  - o Belongings must be left behind.
  - o Evacuate in a calm & orderly manner & aid those needing additional help.
  - o Separate PEEPs are in place for staff & known visitors with additional needs & will be implemented as appropriate (i.e., depending on whether any person subject to a plan is present on site)
  - o The lift cannot be used.

- ! The Lead will sweep the building to ensure all areas are clear (including back areas) if safe to do so & ensure all doors are closed on the way out.
- ! If safe to do, switch off the electrical mains housed within the cupboard of the Men's toilets on the ground floor.
- ! The Lead
  - o to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
  - o check all contractors & staff members are accounted for.
  - o Liaise with the Fire Service upon their arrival.

**Escape Routes**

1. Main entrance & exit ground floor
2. Rear entrance & exit side door ground floor
3. Kitchen area emergency stair well 1<sup>st</sup> floor



**Fire assembly point**

Outside, car park of Alfa House



**Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- ✓ Staff have received training & feel confident in their use
- ✓ Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small

Personal safety always takes priority &,if in any doubt, staff should not attempt to extinguish a fire

**Number of staff needed to carry out the plan**

- ✓ To implement the evacuation plan, one member of trained staff is required on duty, during hours of normal business
- ✓ The building is used out of hours by one or two people

**Equipment needed to carry-out the plan**

Mobile phone, hi-visibility tabard & a torch during hours of darkness.

Variations to plan

- ! During hours of late opening should occupancy increase above 7, a designated fire marshal will be in attendance
- ! When alone or when the occupancy is < 7 & outside of normal office hours; no fire marshal may be available. All staff must be aware of & execute the fire evacuation procedure themselves.

**Suspected fire but no alarm sound**

- ✓ In the event of a fire being suspected (smoke or smell of burning in the building) & the fire alarm does not activate, the warning will be given verbally, & an evacuation will take place.
- ✓ A designated person responsible for overall safety of staff (manager or Fire Marshal) will lead this & then investigate during a sweep of the premises.
- ✓ If there is any doubt to the safety of staff & visitors returning to the building, the manager or Fire Marshal will call the fire service who can investigate & give advice.

# OVERWORLD

## APPENDIX 2. VISITOR LOG

### Visitors log

To be completed by all visitors & contractors

| Date | Name of Visitor<br>(staying on site) | Contact details & pick-up time<br>(if you are leaving a young person aged 8+) | Pay & Play<br>registration<br>completed/<br>updated<br>? | Time In | Time Out |
|------|--------------------------------------|---|--|---------|----------|
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