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# TWIN FIRE POLICY

## 1. INTRODUCTION

Fire safety refers to precautions that are taken to:

- Prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage.
- Alert inhabitants of a building if a fire starts.
- Enable those that are threatened by a fire to survive.
- Reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

## 2. STATEMENT OF INTENT

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all others affected by our operations, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005.
- Fire (Scotland) Act 2005.
- Fire and Rescue Services (Northern Ireland) Order 2006.
- The Equality Act 2010.

## 3. EMPLOYER RESPONSIBILITIES

To ensure that all our activities are undertaken safely and that the risks from fire are clearly understood throughout the company, we will:

- Carry out and record fire risk assessments for our operations using qualified assessors
- Provide employees and others with adequate information, instruction and training;
- Provide adequate resources to ensure fire safety; and

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- review this policy at least annually or more frequently if significant changes occur.

## 4. PROCEDURE

To fulfil our responsibilities as outlined above, we will:

- Carry out and record fire risk assessments for our operations, in accordance with the Government's Fire Risk Assessment Guides.
- Adopt a smoke free policy.
- Prepare an emergency fire action plan taking into consideration employees and disabled people.
- Provide appropriate fire safety information and training for employees and others who may be affected.
- Carry out periodic fire drills.
- Maintain the fire safety measures identified by our fire risk assessments; and
- record information and maintain records.
- Conduct routine office inspections as part of Health and Safety regime

Twin will have a nominated Fire Officer, to oversee the day-to- day maintenance of fire precaution.

Each building section will have at least one nominated Fire Warden to oversee fire drills and also to co-ordinate and direct staff in an emergency situation. A weekly rota of fire warden attendance should be maintained to assure continuous cover. This rota should also nominate 1 Fire warden each day to track evacuating personnel against the sign-in list for the day.

The Fire Warden should be a member of staff who has the authority to command during an emergency and be able to carry out his/her fire precaution duties effectively. To avoid any confusion he/she should be known as the Nominated Fire Warden.

## 5. EVACUATION POLICY

Where Twin shares a premise with other occupants and hence relies on a shared fire alarm system, the policy is to evacuate immediately if alarm sounds, since Twin has no ability to understand the incidence or cause of a fire or false alarm triggered in other parts of the building.

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## 6. DUTIES OF THE NOMINATED WARDEN

1. Monitor that the fire precautions are being observed by all person within their section.
2. Co-ordinate and direct staff actions in the event of a fire.
3. Complete incident report forms in the event of a fire.
4. Report malfunction of a fire alarm/systems (where appropriate).

During routine visits to each building section or whilst walking around the premises take note of any matter of fire safety and safety issues and make all staff aware of any items of concern, or action notes.

Draw staff attention to:

- Appropriate fire instructions notices displayed Fire doors that are wedged open.
- Are the escape routes correctly identified? Fire routes must not be obstructed Gangways must be kept clear.
- Fire assembly points notices displayed and confirmed to staff Manual alarm points
- No smoking notices displayed where appropriate, designated areas identified Vehicles should not be parked obstructing access.
- Will all the fire doors open easily.
- The “No Smoking” rule must be observed by staff Consider any dangerous practise.
- Monitor and maintain fire log book.

## 7. MAINTENANCE OF FIRE EQUIPMENT:

Twin have nominated a Fire Safety Company to maintain all fire equipment.

## 8. FIRE SAFETY

In addition to the monthly checks, day-to-day vigilance is paramount to maintain fire safety, particular attention to:

1. Adherence of all staff to the “NO SMOKING” policy.
2. Visual condition of fire points, fire safety signs, fire lighting and escape routes.

## 9. STAFF TRAINING


1. All staff should read and understand Twin’s fire and health and safety policies.
2. Locality Managers should plan a fire safety programme, Information Instruction Training.
3. Fire drills and evacuations must be carried out at least twice a year by a nominated Fire Officer.



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- 4. The attendance of staff at fire training must be recorded in Twin HR Records
- 5. The Nominated Fire Officer or his/her deputy should submit an annual report on fire.



**YOUR FIRE REPRESENTATIVE FOR THIS BUILDING SECTION IS**

Name Adrian Butcher.....

Department Twin Employment and Training .....