



**Plastica Ltd**

## **Fire Safety Policy**

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## 1.0 General Statement of Policy

Plastica Ltd is a professional and fire safety conscious organisation, which acknowledges the impact that a fire could have on our employees, neighbours, the environment and the integrity of the business.

The issue of fire safety is taken extremely seriously and we will strive to ensure the Company and its employees comply with the Regulatory Reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects. These include employees, visitors, contractors but exclude fire fighters in pursuance of fire fighting.

Staff should be aware it is a criminal offence not to consider theirs and others fire safety whilst at work and breaches will be dealt with in a robust manner by management.

The company fire strategy concentrates on life safety and not property protection.

### Aims and objectives

The clear objective of Plastica Ltd is to where reasonably practicable to reduce the risk of a fire and in the event of one occurring, minimise its impact on the employees, neighbours, the environment and the integrity of our business by:

- allocating suitable and sufficient resources and by implementing appropriate systems so that all legal duties are met (The Regulatory Reform (Fire Safety) Order 2005).
- taking all necessary steps to prevent a fire
- If a fire should occur, ensure all necessary steps have been taken to reduce the impact on our employees, neighbours, the environment and the integrity of the business.
- considering the effects that a fire may have on the local community
- ensuring effective and expedient incident control, investigation and reporting
- identifying that if the company doesn't have staff with the appropriate levels of competence in-house, it will seek competent advice from an experienced professional
- identifying all fire legislation that applies, both directly and indirectly, to the company's activities
- establishing a system to monitor and report on the outcomes of this policy
- reviewing and updating this policy on an annual basis.

### Commitment

The Finance & Operations Director, with special responsibility for Health & Safety will take overall responsibility for ensuring that this policy is fully adopted into the Company. All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy. This includes co-operating with management on any environment-related matter.

## 2.0 Fire Safety Arrangements

Our fire policy is prefaced by an overall Fire Safety Policy Statement. This statement is supported by further documents which show our fire safety organisation and list the responsibilities of managers and staff.

In addition to these we have a number of policies and procedures on individual topics including:

- HS&E 15 Fire Evacuation Procedure
- Various Fire Risk Assessments
- External Emergency Response Plan
- Incident Reporting and Investigation

All of the above information together with this Policy document make up our Fire Safety Policy as referred to in the sections below.

## **2.1 Training and Information**

Our Fire Safety Policy will be explained to all new staff as part of their induction training and a copy will be made available for reference for any member of staff. In addition, all members of staff will receive training on what to do in the event of a fire and Fire Evacuation at least annually and in line with any regulatory changes, or in the event of a significant incident, a significant change to the business or processes or change of legislation. The Company will hold at least two fire drills per year.

In addition, we have Fire Officers and Fire Wardens who have their training refreshed on a regular basis.

The Finance & Operations Director and the Operations Manager hold a NEBOSH Fire Safety Certificate.

## **2.2 Management and measurement of fire safety performance**

When planning work activities, full account is taken of those factors that help to eliminate potential fire hazards. Decisions about operational priorities are to take proper account of the fire safety legislation.

An annual review of our Fire Safety Policy will be carried out to ensure that the procedures and control measures remain valid, in line with current legislation and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all company personnel.

## **2.3 Fire Risk Assessments**

The FOD HSFE and HR Officer with specific responsibilities for Health, Safety, Fire and Environmental Issues (HR HSFE) are deemed to be competent and have been assigned as our competent persons under Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessments will be completed for every work area. They will be reviewed annually or when there is a significant change in circumstances to the premises.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and 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 and not property protection.

The assessment will provide a list of potential hazards that could present an unacceptable risk to people. They then list who might be harmed, the existing control measures and any residual risk.

## **2.4 Testing and Maintenance**

Fire Alarm and Detection – the level of coverage will be set by the Fire Risk Assessment. The alarm system is serviced twice a year by a competent external contractor. Call points are automatically monitored by the system and faults reported.

Emergency Lighting – the level of coverage will be set by the Fire Risk Assessment. Lighting is tested monthly and any malfunctioning equipment is repaired or replaced by a competent external contractor. Adequate records are maintained.

Portable Electrical Equipment – portable electrical equipment is tested in accordance with the HSE guidelines. Adequate records are maintained.

Fixed Wiring – fixed wiring is inspected in accordance with the HSE guidelines.

Portable Fire Fighting Equipment – the level of coverage will be set by the Fire Risk Assessment. A monthly check to ensure the equipment appears in good condition, that all extinguishers have a safety pin and plastic tag fitted and it remains in its appropriate position. Competent external contractors service the equipment in line with HSE guidelines.

Means of escape – our Fire Wardens will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

## **2.5 Staff Training**

All staff will be given fire induction training when employed, by a Fire Officer, this will take place in a reasonable time following their start date. The training will cover:

- COMAH
- Emergency Exits (whole building)
- Fire Extinguishers (do's and don'ts)
- Evacuation point (individuals)
- Fire Wardens (who and responsibilities)
- Evacuation in the event of a COMAH fire
- Evacuation in the event of a non COMAH fire
- Call points (whole building)
- Fire Alarm Tests
- In and Out Board (importance and evacuation)

Staff will sign the Induction Form to show they have completed and understood the training.

Where necessary, nominated key staff will receive additional training providing detailed knowledge on the installed fire safety measures, evacuation procedures and the use of fire fighting equipment.

## **2.6 Fire Fighting Policy**

Only staff who have been trained in the use of portable fire fighting 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.

## **2.7 Personal Emergency Evacuation Plans (PEEP)**

All staff known to have a disability will have a PEEP completed on them (all staff over the age of 65 will require special consideration rather than a PEEP).

The purpose of a PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account 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 and 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.

## **2.8 Contractors on Site**

Plastica has a dedicated team of contractors who regularly come on site, we ensure we have copies of their insurance certificates and ask for Risk Assessments and Method Statements prior to work being carried out.

Hot Work Permits are issued to any contractor carrying out hot works.

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 and visitors.

## **3.0 Fire Safety Responsibilities**

The Director with special responsibilities for Health & Safety and HR Officer with special responsibilities for Health & Safety have overall responsibility for the Environmental Policy and its implementation.

They will ensure that:

- the Fire Safety Policy is issued to all employees
- all employees are made aware of their personal responsibilities
- appropriate training, resources and support are to be made available to all staff
- fire safety issues are to be given appropriate consideration
- risks to the Company relating to potential fire safety incidents at work, impact to employees, environmental impacts, loss or damage to Company property, and risks to the public through the Company's activities are properly evaluated.
- liability is covered by appropriate insurance and that advice is given to the extent to which risks are acceptable, whether insured or not
- report to the Board and keep them apprised on all matters regarding fire safety management
- ensure that fire safety management data is collected, reviewed and reported on
- ensure that Company procedures, instructions and guidance are regularly reviewed and amended as necessary
- provide fire safety advice to managers, employees and customers using, as necessary, specialist external advisors/consultants
- promote positive fire safety values throughout the Company
- communicate effectively with external organisations, such as the ESFRS, Environment Agency and HSE, regarding the policy and its implementation
- investigate fire safety incidents and record all findings and make recommendations for the prevention of similar incidents

- liaise with the procurement and project managers on contract standards and any future changes or additions required to the policy
- monitor the effectiveness of the procedures by workplace inspections and audits and report on any improvements that may be required.

It is the responsibility of the Director with specific responsibilities for Health & Safety to ensure the allocation of adequate finances and other resources for the effective implementation of the Fire Safety Management system.

Directors and managers are at all times, responsible for implementation of the Company's Fire Safety Policy. All members of the management team shall:

- understand the Company's Fire Safety Policy
- set a positive personal example
- identify and organise appropriate training for their staff
- actively promote a positive fire safety culture through their areas of responsibility
- ensure the Policy is implemented properly and that any delegated duties are correctly performed
- ensure that all agreed actions are implemented as soon as practicable
- suspend any work or other activity which is considered to constitute an immediate danger of fire. The circumstances should then be fully investigated and no work shall be allowed to continue until the appropriate remedial action has been taken
- ensure that regular fire safety inspections are carried out and that fire safety issues are actively managed and controlled
- ensure that the overall fire safety performance of company sites is discussed at regular intervals with all contractors and sub-contractors
- report any problems or improvements to this policy to the appropriate Director
- actively promote, at all levels, the Company's commitment to effective fire safety management

All employees are required to:

- understand the Company's Fire Safety Policy
- co-operate with the Company in complying with duties and requirements imposed by relevant statutory provisions and Company procedures
- co-operate with the Company in complying with fire safety management duties and requirements imposed by management
- not interfere with, or misuse anything provided in the interests of fire safety protection
- report all fire safety incidents to your manager/supervisor.