



Plastica Ltd

Fire Warden Handbook

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HS&E 21

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My Compliance – My Audits Works Instructions
Spare Fire Extinguisher Directional stickers

Fire Officers and Wardens

Fire Officers: Ian Warne (730), Clare Crouch (762), Dan Sawyer (723), Sarah Newman (742)

Fire Wardens:	Covers:	Nic Cosmin Popescu (761)
	Engineering:	Kiattisak Tippayanasa (765)
	Extreme Building:	Mark Dawson (752)
	Liners:	Andy James (766)
	Office Block:	Tim Higgins (760) Steve Wood (772)
	Moulding & Pumps:	Recordo Roye (725)
	Timber Products:	Jekabs Gailis (782)
	Warehouse:	Jude Thwaites (757) Nigel Goring (769)
	Water Treatment & Unit 82:	Justin Jeffries (748) Mike Allwright (753)
	Floating Cover:	Rhys Robertson (772)

Important Information

Plastica Emergency Information Website – emergency.plasticapools.net

AB Fire and Security – 01424 436385 (Office Hours)
0844 879 1289 (Out of Hours)

Custodian Monitoring Centre – 0844 879 1703

Access Codes:

Fire Equipment Shed - 1973
Boiler Room Padlock – 0381
Gate Padlock – GATE
Compressor Room – 1973
Timber Products door - 2378

Daily Checks

- Ensure all Fire Exits (FX – blue sticker) are clear
- Ensure all Call Points are clear
- Check for general hazards – fix anything you can e.g. remove cardboard from under stairs, remove any blockages to exits and call points, replace missing or worn-out signage.
- Check for any obvious issues e.g. missing fire extinguishers, broken fire doors

Weekly Checks

Use the My Compliance App to complete your Weekly Audits.

- Check Exit Lights (XL) are working – all green exit lights should be illuminated.
- Check Emergency Lighting (EL) is working
 - Constant green dot – working
 - Flashing green dot – charging and working
 - Flashing red dot – not working - fail

If you have pre-planned absence, you must arrange cover by one of the other Fire Wardens for your daily and weekly checks.

If you are off unexpectedly, please ask your supervisor/manager to arrange cover.

Monthly Checks

Use the My Compliance App to complete your Monthly Audits.

- Check Fire Extinguishers (E – red sticker) are in place, on a hook/stand, have a plastic description label attached to the wall and have a directional Fire Extinguisher sticker above or nearby (at 2m height).
- Check Fire Doors (FD – purple sticker) are in good working order, the return works, the door is not blocked, the door is closed.

If you have pre-planned absence, you must arrange cover by one of the other Fire Wardens for your daily and weekly checks.

If you are off unexpectedly, please ask your supervisor/manager to arrange cover.

Fire Inductions

All new employees, both permanent and temporary must receive a Fire Induction during their first week of employment and as close to their first day as possible.

You will be asked by the manager or supervisor of the department to complete the Fire Induction.

<u>FIRE PROCEDURES – FIRE OFFICER</u>					
COMAH	<input type="checkbox"/>	✓	Evacuation in event of COMAH fire	<input type="checkbox"/>	✓
Emergency Exits (whole Building)	<input type="checkbox"/>		Evacuation in event of non-COMAH fire	<input type="checkbox"/>	
Fire Extinguishers (<u>do's</u> and don'ts)	<input type="checkbox"/>		Call Points in local area	<input type="checkbox"/>	
Evacuation Point (individual's)	<input type="checkbox"/>		Fire Alarm Tests	<input type="checkbox"/>	
Fire Wardens (who and responsibilities)	<input type="checkbox"/>		In and Out Board (Importance & Evacuation)	<input type="checkbox"/>	
Completed by Fire Officer Signed:			Date: <u> </u>		
Received and understood by Employee Signed:			Date: <u> </u>		

Fire Evacuation – Responsibilities – Zone 1-7 Fire

Chain of Command in the event of Zone 1-7 Fire

1. Gate Fire Officer – in charge
2. Warden Fire Officer
3. Fire Wardens and other Fire Officers

Fire Wardens – all responsible for ensuring their area is evacuated, roll call is taken and:

- Immediately cease work (any machinery should be made safe where possible).
- As you are evacuating the area, carry out a check to ensure that your areas of responsibility are clear of all persons if safe to do so (this could include toilets, meeting rooms, individual offices, storage areas etc.). DO NOT walk back into the area to carry out checks.
- As you are evacuating the area, check the fire doors are closed, if safe to do so.
- If someone in your area is driving an FLT, request they drive this out of the building, if safe to do so.
- Take the in-out board from your area (if not already taken).
- Report immediately to your designated Assembly Point outside the building.
- Complete a check of personnel, using the in-out board.
- Report to the Gate Fire Officer, at the main gate, of the outcome of your roll call as soon as possible.
- In the event of a missing person from your area of responsibility, report this to the Gate Fire Officer as soon as possible. Confirm to the Gate Fire Officer any areas you were not able to personally check.
- Go to your Assembly Point and remain there until given the all-clear by the Fire Service (true fire situation) or Plastica Fire Officer (fire drill situation).
- Keep all personnel from your area of responsibility together, to ensure they remain safe.
- Ensure that the personnel you are responsible for are aware of where to wait, remain calm and follow any further instructions from you.

Fire Evacuation – Responsibilities – Zone 8-10 Fire

Chain of Command in the event of Zone 8-10 Fire

1. Reception Fire Officer – in charge
2. Warden Fire Officer
3. Office Block Fire Officer
4. Gold Command Fire Officer
5. Fire Wardens and other Fire Officers

Fire Wardens – all responsible for ensuring their area is evacuated, roll call is taken and:

- Immediately cease work (any machinery should be made safe where possible).
- If possible, advise personnel to evacuate through the building – if not dangerous to do so.
- Advise all personnel to evacuate to the Customer Services Department.
- As you are evacuating the area, carry out a check to ensure that your areas of responsibility are clear of all persons if safe to do so (this could include toilets, meeting rooms, individual offices, storage areas etc.). DO NOT walk back into the area to carry out checks.
- As you are evacuating the area, check the fire doors are closed, if safe to do so.
- Take the in-out board from your area (if not already taken).
- Office Block Fire Wardens to ensure window and doors are shut in the whole office block and all air conditioning is turned off – ensure this remains so throughout the evacuation.
- Complete a check of personnel, using the in-out board.
- Report to the Warden Fire Officer in Reception of the outcome of your roll call.
- In the event of a missing person from your area of responsibility, report this to the Warden Fire Officer. Confirm to the Warden Fire Officer any areas you were not able to personally check.
- Return to the Customer Services Department and remain there until given the all-clear by the Fire Service (true fire situation) or Plastica Fire Officer (fire drill situation).
- Keep all personnel from your area of responsibility together, to ensure they remain safe.
- Ensure that the personnel you are responsible for are aware of where to wait, remain calm and follow any further instructions from you.