Fire Safety Arrangements Policy

Devcon will take all measures reasonably practicable to prevent or minimise the risk of fire through the undertaking of a fire risk assessment. It is acknowledged that despite measures being in place for fire prevention, it cannot be assumed that a fire will never break out. Devcon will therefore put systems in place to deal with the consequences of any outbreak of fire. These systems must be regularly monitored to ensure they are adequate, eg. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment.

Devcon will ensure that all employees are given suitable instruction on basic fire evacuation measures. Any employees involved in activities that give rise to an increased fire risk shall be given appropriate training in fire prevention. All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire and Rescue Service must be detailed in the establishment Fire Evacuation procedures. No employee will be required to attempt to extinguish a fire unless it is safe to do so. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly point/s. Only authorised persons for the purpose of assessing whether there are signs of a fire when the alarm is raised shall re-enter the building and if a fire is found alert the Fire and Rescue Service. They shall then evacuate until the Fire and Rescue Service or the Officer in Charge of the establishment declares it safe to re-enter.

Managers' Guidelines

The site manager will act as the 'responsible person' on behalf of Devcon for that site. As the responsible person they have a responsibility to ensure that general fire precautions are in place to ensure the safety of employees, service users, visitors and other relevant persons who use the premises or are in the vicinity of the premises.

The general fire precautions include duties to:
- Reduce the risk of fire on the premises.
- Reduce the risk of fire spreading.
- Ensure that means of escape are available at all times.
- Provide means of detecting, warning and fighting fire.
- Provide emergency evacuation procedures.
- Provide information, instruction and training.
- Co-operate and co-ordinate fire safety in your premises.

They also have a responsibility to ensure that a suitable and sufficient Operational Fire Risk Assessment is undertaken in order to identify persons who are exposed, the potential fire hazards and that appropriate control measures are in place. The Fire Risk Assessments (Operational and Technical) must be reviewed whenever it is considered no longer valid, ie where there have been significant changes to the structure of the building/workplace or there have been significant changes in operations or work activities.
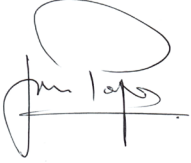
Irrespective of the above, the assessments should be reviewed on at least an annual basis to ensure they are still valid. In order to assist with the undertaking of the Operational Fire Risk Assessment, a pro-forma has been developed. The site manager/responsible person will ensure the Operational Fire Risk Assessment is completed and associated documentation is kept up to date.

Employee Guidelines

The employee's responsibility is to take reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions. In relation to fire safety it is important that they cooperate with the site manager in all general fire precautions provided for their safety and the safety of others in accordance with current legislation.

In particular, they should ensure they are familiar with the following:

- Fire hazards applicable to their workplace
- Action to be taken on hearing the fire alarm
- Raising the alarm, the location and operation of alarm points
- Correct method of calling the Fire and Rescue Service
- Location and use of fire fighting equipment and knowledge of escape routes
- Appreciation of the importance of fire doors and of the need to close all doors at the time of fire

L N Pope
Managing Director
16 April 2024