



Devon and Severn IFCA

Fire Safety Policy

Guidance and Fire Duty Officer Procedure

January 2023

D&S IFCA's Fire Safety Policy

Fire is a hazard that could affect all parts of our offices and the Brixham Laboratory premises as a whole. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Brixham Laboratory has a [Fire Risk Assessment](#) in place for the whole site. It also has a [Health and Safety Plan](#) which includes Fire and Emergency Procedures, and these are detailed further in the Brixham Laboratory's [Clients Handbook](#). Brixham Laboratory Staff are designated Fire Marshalls for the whole site. Brixham Laboratory will provide the means for firefighting and detection in the building. D&S IFCA has produced its own [Fire Risk Assessment](#) for the office and stores.

Management of fire risks will be undertaken in such a way as to prevent or mitigate to a lower risk injury or ill-health to employees, visitors, students and contractors. The aim of this policy and relevant guidance is therefore to provide a fire safety framework which will be implemented to protect lives and protect D&S IFCA's assets. To achieve this D&S IFCA hereby makes the following commitments:

- To create and maintain suitable and sufficient fire risk assessments of its offices, stores and vessels;
- To identify and implement reasonably practicable control measures to control risks from fire;
- To provide suitable and sufficient information, instruction and training in fire safety to all staff and to provide training in the use of fire extinguishers where appropriate;
- To prevent outbreaks of fire and mitigating the direct and consequential damage by early detection;
- To ensure that sources of heat such as electrical equipment are regularly checked (PAT testing);
- To ensure escape routes are free from obstructions;
- Reducing the risk of fire spread by combustible waste material in D&S IFCA's offices;
- To ensure emergency evacuation procedures are in place including displaying a Fire Action Notice, which is displayed next to the logging/out attendance board;
- To follow the regularly test evacuation and other emergency procedures put in place by Brixham Laboratory;
- To ensure effective liaison with Brixham Laboratory in all health and safety matters of the building incusing fire safety procedures and plans, where appropriate.
- To implement a Fire Duty Officer procedure to ensure all Officers at work in the Brixham Laboratory evacuate the building safely should the fire alarm sound.

This policy expands on our general [Health and Safety](#) and other [D&S IFCA working policies](#). Its primary objective is the creation of a fire safety management system, which together with the maintenance of our buildings, by Brixham Laboratory staff,

seek to protect staff as well as the assets of D&S IFCA. The Policy applies to all our offices and stores occupied under the tenancy agreement with Brixham Laboratory/ University of Plymouth. Its requirements extend to all employees and D&S IFCA's visitors on the premises. As our offices are within Brixham Laboratory that is jointly occupied, D&S IFCA will co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for D&S IFCA employees, which will reduce to a minimum the risks of injury, to life, to property, and loss of D&S IFCA's operational capability. All necessary training will be given to meet the Fire Risk Assessments for D&S IFCA's offices, stores and vessels.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

Mat Mander has been appointed to take charge of and be responsible for fire safety for D&S IFCA.

Signed



..... Chief Officer

Date2nd February 2023.....

Fire Safety Guidance

Introduction

The risk of fire is a very real one. A fire can move through a building very quickly, destroying the building, our workplace, our equipment, our livelihoods and maybe injure or kill some of us.

Our number one fire prevention tool is you. We rely on all of you to watch for fire hazards and to report them or eliminate them. And if a fire does break out, we depend on you to react appropriately.

An assessment of the fire risk and fire safety precautions has been completed for our workplace – for the Brixham Laboratory as a whole and for D&S IFCA offices and stores. The building and fire safety precautions have been assessed against recognised national standards. There are suitable fire alarms, fire extinguishers, fire doors and escape routes. They are all designed to ensure your safety in the event of a fire and to make sure that you can quickly leave the building.

They are not particularly designed to protect the building so everything you do to protect yourself and colleagues from an uncontrolled fire will protect the building, our workplace and our jobs.

D&S IFCA Fire Duty Officer Procedure

The Fire Duty Officer can be any D&S IFCA Officer who is working in the office on any given day.

The role of Fire Duty Officer is:

- to remove the board, which list all officers who have logged in as present on the Brixham Laboratory site that day, when the fire alarm sounds and
- to take the board to the muster point which is outside the back gates of the Brixham Laboratory site.
- The Fire Duty Officer will check and confirm that all those D&S IFCA Officers marked on the board as present on site on that day, have all gathered at the muster point and are therefore safely out of the building and stores.
- The Fire Duty Officer will be responsible for informing the Brixham Laboratory Site Manager or Planner Co-Ordinator or Site Engineer that all the D&S IFCA Officers, present on that day, are accounted for.

The Fire Duty Officer will be the **first person** in the office on each day and they will write their initials:

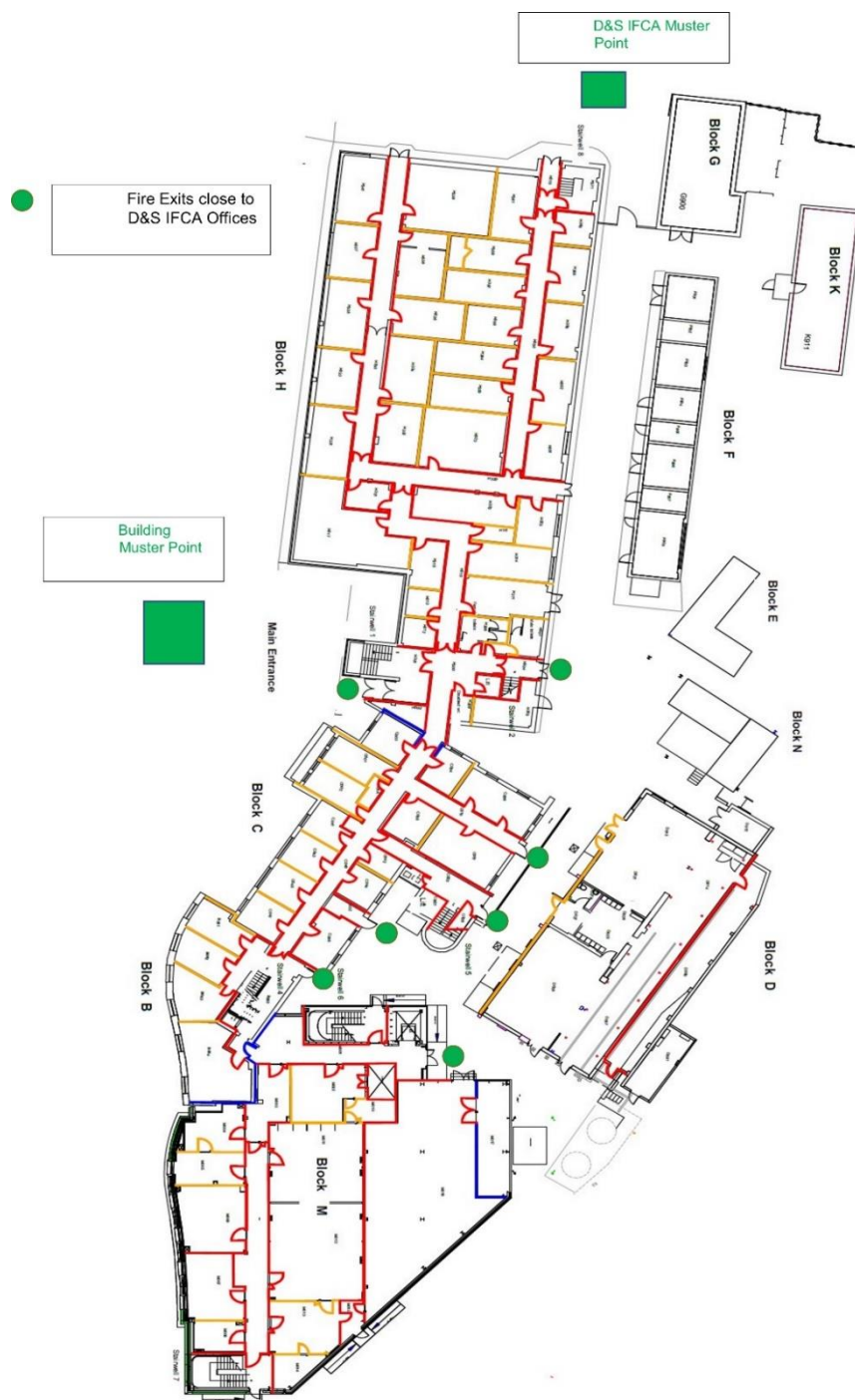
- on the board where officers log in (there is a new slot specifically for this purpose).

If that Fire Duty Officer leaves the office, e.g., to go to the stores (still logged in) or out of the office for the rest of the day, they must speak to another member of staff in the office and pass on the role to them and write the new Fire Duty Officer initials on both boards.

Key Points to consider for Fire Safety:

Precautions

- ✓ Make sure you know how to operate the fire alarm and the alarm sound.
- ✓ Report any damage to the fire alarm, fire detection, or firefighting equipment to senior management and the Brixham Laboratory staff.



- ✓ Make sure you know the evacuation procedure, the fire wardens and where your escape routes are.
- ✓ Clear rubbish and waste as you go; put in suitable waste bins and make sure they are emptied regularly.

- ✓ Close windows at night.
- ✓ If you see, or smell smoke, investigate immediately.
- ✓ Be aware of the risks from any flammable materials used or stored on the premises.
- ✓ /Treat fire drills seriously, learn from them.
- ✗ Don't block escape routes.
- ✗ Do not wedge fire doors open.
- ✗ Never attempt to dispose of rubbish by burning it.
- ✗ Don't use temporary heaters or electrical equipment unless authorised, correctly installed and PAT tested.
- ✗ Do not cover or place combustible materials near fixed or portable lighting.
- ✗ Do not smoke anywhere other than designated "smoking" areas.



In The Event of Fire



- ✓ If there is a fire alarm system e.g., break glass points, operate it and call 999, or send someone to dial 999.
- ✗ Do not try to tackle a workplace fire if you haven't been trained to do so.
- ✓ If you have been trained to use a fire extinguisher decide quickly whether to tackle the fire or evacuate, but always obey instructions given by a Fire Warden or Brixham Laboratory staff.
- ✗ If you do decide to tackle the fire make sure that you will have a clear escape route in case you are unsuccessful.
- ✓ Always keep your back to the escape route as you fight the fire, to ensure you are not cut off.

DO NOT PUT YOUR LIFE IN DANGER.

- ✗ Beware of smoke. More people are killed by smoke than by heat.
- ✓ If you have a visitor with you guide them to safety in accordance with your fire safety instructions.
- ✓ When evacuating always close doors behind you. This will contain the fire and smoke and may help protect others.
- ✓ Where appropriate, stop machines and processes and isolate power supplies.
- ✓ If you have a PEEP, personal emergency evacuation plan, or are nominated to assist someone with a PEEP follow the instruction in the plan.

YOUR PRIORITY IS TO GET OUT OF THE BUILDING TO A SAFE ASSEMBLY/ MUSTER POINT.

- ✓ Make your way to your assembly point as quickly and safely as possible and await further instructions.
- ✗ Do not attempt to use a lift.
- ✗ Do not return to the building until instructed by the Brixham Laboratory staff.
- ✓ When the fire brigade arrives, leave things to them unless they specifically ask. They have the training, the equipment and the experience, so keep out of their way until they say it's OK to go back in.



Remember:

If you have any concerns about fire safety speak to the Chief Officer (H&S Responsible Person) or Deputy Chief Officer (H&S Duty Holder) representative.

EMPLOYEE CONFIRMATION OF RECEIPT AND UNDERSTANDING OF THE CONTENT OF FIRE SAFETY POLICY AND GUIDANCE

I have read the Fire Safety Policy and Guidance. I understand, accept and will comply with the contents.

Employee signature:

Date:

Name:

Job Position: