

Fire Safety Procedure

1.0 INTRODUCTION

The purpose of this document is to ensure that within Veolia arrangements are in place to ensure that all legal requirements relating to fire safety are met and that controls are in place to prevent fire and minimize the impact should a fire occur.

2.0 SCOPE

This procedure applies to all sites / premises (buildings, offices, plantrooms) whether these are owned, controlled or operated by Veolia.

Where Veolia are not owners or controllers of premises the responsibilities may lie with the Client. In these cases Veolia management must have access to the Fire Risk Assessment and comply with any requirements of the assessment.

3.0 REFERENCES

- 3.1 The Regulatory Reform (Fire Safety) Order 2005
- 3.2 SYS/2/027 Emergency Management Plan
- 3.3 SYS/2/027/003 Emergency Drill Record
- 3.4 ENV/2/003 Internal Reporting of Enforcement Authority communications and Environmental Incidents
- 3.5 Crisis Hotline
- 3.6 Crisis Management Communications Procedure (Senior Management Distribution)
- 3.7 SYS/2/042 Fire protection equipment – Impairment handling procedure
- 3.8 EA Fire prevention plans (for permitted sites only)
- 3.9 WISH 28
- 3.10 The Safety Health & Welfare At Work Act 2005
- 3.11 The Safety, Health & Welfare (General Application) Regulations 2007

4.0 DEFINITIONS

Responsible Person	(a) in relation to a workplace, this is the employer, if the workplace is to any extent under his control.
	(b) in relation to any premises not falling within para (a) this would be; (i) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not)
	or
	(ii) The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

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Competent Person The person appointed by the responsible person who has sufficient skills, knowledge, experience and aptitude to conduct a suitable and sufficient fire risk assessment of the building

This could be an internal person or external contractor/consultant.

5.0 PROCEDURE

5.1 Responsibilities

5.1.1 **Operational Managers including site, location Manager** are responsible for ensuring that:

- All elements of this procedure are adhered to whether carried out by Veolia or the Client.
- Ensure that a fire risk assessment is in place for any premises under their control.
- Maintenance and testing of fire protection and preventive measures including, fire extinguishers, fire alarms, fire doors, emergency escape routes, final exits, signage, emergency escape lighting and where applicable any fire suppression systems are in place.
- Fire Log Book for the premises is fully maintained where applicable (see HS/2/028/001), responsibility for upkeep of the fire logbook may be given to an appropriate competent person for that site.
- Arranging for the appointment, training and regular refresher training as needed of an adequate number of Fire Marshals or Wardens and employees trained in the use of fire extinguishers, as determined by the Risk Assessment.
- An emergency and evacuation procedure is in place.
- Arrangement for the testing of emergency and evacuation procedures at regular interval (not less than every 6 months) where applicable

5.1.2 **Fire Marshals / Fire Wardens where appointed / required as determined by the Risk Assessment** are responsible for:

- In conjunction with the Operational Manager arranging and recording regular fire drills (where Veolia are the responsible person for the premises)) at intervals as determined by the fire risk assessment (at least 2 fire drills per annum, recorded on SYS/2/027/003)

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- Taking charge during a drill or an evacuation and to confirm that their areas are clear of personnel in their designated areas.
- Liaising with the local area fire & rescue service and reporting that the building is empty or otherwise where applicable.
- Be capable of using appropriate firefighting equipment if trained to do so, and know when it is safe to tackle small fires
- Report any faults in firefighting equipment, emergency lighting, or fire doors etc.
- Providing basic information on procedures to others.
- If necessary, holding debriefing sessions following drills to discuss any problems.

NB: people trained in the use of fire extinguishers **MUST NOT** put themselves at risk when tackling fires and Fire Wardens **MUST NOT** put themselves at risk when checking that their areas are clear of personnel.

5.1.3 QHS Advisor / Manager has the following responsibilities:

- To advise personnel on Fire Safety requirements.
- Ensure this procedure is followed
- Assist in preparation and review of Fire Risk Assessments
- Assist and agree Personal Emergency Evacuation Plans for Disabled employees and visitors.

5.2 Fire Risk Assessments

It is a legal requirement for all Veolia Premises to have a fire risk assessment. It is the Responsible Person who needs to ensure that a risk assessment is carried out and available.

The fire risk assessment must be carried out by a competent person appointed by the Responsible Person.

For small low risk premises where Veolia is the Responsible Person, Fire Risk Assessment form (HS/2/028/002) should be completed by a competent person.

Useful guidance can be found at – www.gov.uk/workplace-fire-safety-your-responsibilities

For clarification on any of the questions within the Fire Risk Assessment the competent person should consult with their QHS advisor.

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For more complex or higher risk premises the Fire Risk assessment must be completed by someone holding a formal qualification in the completion of Fire Risk Assessment, which may involve the employment of external consultants.

Fire Risk Assessment should be retained locally and easily accessible.

Any actions highlighted in the assessments must be recorded on the action tracker and allocated to an individual or department and given specific completion dates.

5.2.1 A Fire Safety Risk Assessment must consider the following:

1. Identify the fire hazards.
2. Identify people at risk.
3. Evaluate, remove or reduce the risks.
4. Record your findings, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly.

You'll need to consider:

- emergency evacuation routes and exits
- fire safety signage
- fire detection and warning systems
- emergency lighting
- firefighting equipment
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan
- the needs of vulnerable people, e.g. the elderly, young children or those with disabilities
- staff fire safety training

5.2.2 Record the findings of the assessment

Fire Risk Assessments on small low risk premises must be recorded using form HS/2/028/002)

When a Fire Risk Assessment has been undertaken by an external consultant a copy of the assessment must be available.

Veolia sites that store waste under an Environmental Permit must also complete checklist HS/2/028/003 to ensure compliance the Environment agency "Fire Prevention Plans March 2015"

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Veolia sites that store waste and do not have an Environmental Permit must complete either HS/2/028/003 or HS/2/028/004

Upon completion of the appropriate checklist (s) any additional actions required must be recorded and actioned using the Fire Risk Assessment Action Plan.

Once the action is completed the risk assessment must be updated.

The Fire Risk assessment must be reviewed annually, or after an event, alterations to building / premises / following learnings from a drill, insurance recommendation, audit findings etc.

5.3 Fire Logbook

For sites where fire safety equipment provision is supplied by the Client as the Responsible Person the Fire Logbook may not be required by Veolia. If you are unsure please contact your local QHS Advisor.

Fire log books are used to collate the evidence of all of the precautionary and management arrangements in place to prevent fire and a record of emergency arrangement in the event of a fire.

The Fire Log Book Template (HS/2/028/001) is provided and shall be used within Veolia to ensure compliance with the statutory requirements. Where these services are provided by a competent fire maintenance service provider their logbooks can be used.

Recording of the testing of emergency lighting, fire alarms or other requirements may be managed using a maintenance management system. Where this is used for recording that these tests have been carried out this may replace the record in the Fire Log Book.

5.4 Information, Instruction and Training

All personnel require information, instruction and training appropriate to their responsibilities:

- Fire Awareness – A briefing for all staff on basic fire precautions and actions to take in the event of an emergency must be provided during the site Induction. This briefing/training should be recorded.

Where Fire Marshalls / Wardens have been deemed necessary for the premises, they must be trained in to an accredited standard to carry out the role.

- Regular fire drills must be carried. As a minimum this must be carried out at least once every 6 months.

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5.5 Fire Extinguisher Training

Sufficient numbers of employees must be trained in the use of fire extinguishers to ensure that there is somebody trained within the premises during all times that the premises are occupied.

The training must be carried out by a competent person and cover the type and safe use of extinguishers available in the premises. The training must be recorded with refresher training carried out at least every 3 years.

5.6 Physical Fire Protection Measures

In any Veolia Premises there must be a number of specific fire protection measures in place which are designed to protect life and aid escape in the event of fire.

Each of these measures will be considered in the following sections.

5.6.1 Means of escape

- Must be checked as part of the daily checks to ensure it is available for use and clear of any obstructions.
- Final exit doors must be opened at least once a week to ensure they open freely.
- Checks must include any external areas used as routes to assembly points or place of safety.

5.6.2 Means of Fighting Fire

- Any firefighting measure provided, must be appropriate to the risk and must be inspected by a competent person annually.

5.6.3 Means of Raising the Alarm

- The fire alarm must be tested at least once a week.
- Where a break glass fire alarm system is provided a different call point must be used for each fire alarm test in rotation.
- The fire alarm system must be checked and maintained by a competent person at least annually.

5.7 Planning

An emergency plan to deal with fire should be prepared and be appropriate to the premises and should cover the following issues:

- How people will be warned in the event of fire i.e. the procedure to be followed to raise the alarm.
- The action that all staff need to take in the event of fire.

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- How the premises will be evacuated.
- The number and locations of the assembly points and the routes and exits leading to the assembly points.
- The arrangements for fighting fires and those to be trained to carry out this function.
- The particular arrangements for the evacuation of personnel with special needs.
- The need to shut down any process plant or machinery.
- The procedure for calling the fire & rescue service.
- The requirements for fire marshals/wardens and appropriate training, maintenance personnel and others occupying the premises.
- Any specific actions which should be taken in respect of explosive/hazardous materials/atmospheres.
- Fire equipment provided.
- Duties and identity of employees who have specific responsibilities in event of fire.
- Specific arrangements for high fire risk activities/areas.
- Procedures for liaising with the fire brigade and notifying them of any special risks.
- What training the employees need and arrangements for ensuring that the training is given.

5.8 Disabled Persons and Fire Evacuation

The safety of those with a physical or sensory impairment must be considered, even in cases of temporary incapacity (e.g. a worker with a broken leg, who uses crutches), or where disabled visitors from time to time.

For those with a disability, consideration must be given to a number of factors including:

- the disability of the person or persons likely to be at risk
- unfamiliarity with the premises and/or the evacuation procedures
- position of the person in the building (does evacuation take longer?)
- inability to recognise alarms/evacuate the building without assistance
- characteristics of the building that may affect evacuation.

The evacuation of a disabled person can usually be achieved by devising simple procedures, but specialist equipment may be needed in some cases. For example, it may be appropriate

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to install flashing lights that are linked to the alarm system, if people who have severe hearing impediments are employed.

Risk assessment and practice drills will help to identify if any special equipment is needed and whether the emergency procedures are effective.

5.8.1 Personal Emergency Evacuation Plans for Disabled Employees and Regular Visitors

In cases where there are disabled employees or regular visitors to the premises, they require an evacuation plan (refer to QHS Manager/Advisor). The evacuation plan must be tailored to their individual needs and is likely to give detailed information on their movements during an escape. It is also possible that there will be some building adaptation to facilitate their escape and to reduce the need for personal assistance.

This plan should consider the:

- disabled person's movements within the building
- operational procedures within the building
- types of escape that can be made available from different parts of the premises
- building systems, such as the fire alarm system
- existing emergency plan for the premises.

5.9 Fire Drills

It is absolutely essential that fire evacuation procedures are practised at least every 6 months (fire drill should be recorded in the Fire Log Book). The objectives of the drill are to:

- Familiarise personnel (particularly new starters) with the procedures and,
- Test the procedures and discover any shortcomings.

Debriefing of fire drills must be carried out to highlight effectiveness of the drills and highlight any shortcomings.

Drill should be arranged and timed so that, wherever possible, everyone in the building has the opportunity to take part. It may be necessary to conduct extra fire drills to ensure any shift workers and/or late workers, including contractors (i.e. cleaners) who must also understand the fire safety procedures, and know how to respond safely in a potential fire situation.

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6.0 DOCUMENTATION

Document Ref:	Title:	Minimum Retention Time:
HS/2/028/001	Fire Safety Log Book	6 years
HS/2/028/002	Fire Risk Assessment	6 years
HS/2/028/003	Permitted sites waste storage checklist	6 years
HS/2/028/004	Non-permitted sites waste storage checklist	6 years
HS/2/028/005	Fire Prevention Plan Content	n/a
HS/2/028/006	Waste Piles Management – Guidance Note	n/a

Amendment Record

Date	Page No	Section No	Details of amendment
05/14	All	All	This procedure has been fully reviewed to include both environmental and water aspects of the business. HS/2/028/001 Fire Safety Log Book – new supplement HS/2/028/002 Fire Risk Assessment – Re-branded
09/15	All	All	This procedure has been completely rewritten to streamline content and to also include Energy UK and Ireland. HS/2/028/002 Now called Fire Risk Assessment Checklist - Changes made to 4c, 4e, 5h, 8b, 9c and 9e HS/2/028/003 Permitted Sites Waste Storage Checklist (new form) HS/2/028/004 Non-Permitted Sites Waste Storage Checklist (new form) HS/2/028/005 Fire Prevention Plan Content (new supplement) HS/2/028/006 Waste Piles Management – Guidance Note (new supplement)