

VIAMED Ltd

Company Personnel Manual

Section 21. Fire Precautions

- 1) You will familiarise yourself with the exit routes available to you in the particular area that you are in, these are posted at various locations throughout the building.
- 2) You will familiarise yourself with the locations of Fire Extinguishers and Alarm buttons (MPCs) in the particular area you are in.
- 3) The clocking in tablet on the wall is used to verify who is present in work at the time of a fire and ensure no one is left inside. This is why the Clocking in and Out of the building, at the start and end of the day and any other time you leave the grounds, is so important. The directors and team leaders have access to the Peg Board in Intrastats.

In the event of Fire

- 1) Press the Red ALARM button
- 2) Assess the situation at all times and only tackle the fire if you feel safe and comfortable. If the fire is small and localised, use an extinguisher suitable for the fire. Refer to the instructions on the wall by the extinguisher before use.
- 3) **DO NOT** use an extinguisher from another area, unless it is identical and only use another identical extinguisher if it is **VERY** close by. If you are making no impression on it evacuate immediately, closing all doors behind you.
- 4) **DO NOT** tackle large fires.
- 5) Switch off electricity where possible.
- 6) Turn off oxygen at the cylinders if possible.
- 7) If the fire persists, vacate the premises via the nearest exit.
- 8) Ensure all colleagues are out of the room you are vacating.
- 9) Call 999 and ask for the Fire Brigade or ensure someone has.
- 10) **DO NOT** remain at your place of work, or return for private possessions.
- 11) Close non-escape doors behind you.
- 12) **DO NOT** turn your back to the fire - keep your back to an exit.

- 13) Report to Fire safety Monitor (or nominee) at your Assembly Point – Car Park.

Fire Alarm Testing

There will be regular testing of the Manual Call Points (MPC) these are the fire alarm buttons on the walls, at exits and changes of level. This testing will normally be carried out, out of usual work times. So there is limited disruption to working processes by persons leaving the building. The Alarm will be activated and will last for a duration of no more than 2 - 3 seconds. Should the Fire Alarm sound for more than 10 seconds then you must assume that it is not a test and should evacuate the building by using the nearest and safest available exit. Upon completion of the test, the Fire Safety Monitor, or nominee, will record this in the log book.

There will also be Fire Evacuation Exercises, carried out by the Health and Safety Controller, annually. When the Alarm goes off you will treat this exercise as if it is real and leave the building in the same manner as if in a real fire situation. The Health and Safety Controller is also responsible for ensuring that all personnel are out of the building and liaising with the Fire Brigade. Once a week the Fire Safety Monitor, or nominee, will test the Fire Alarm.

Fire Safety Exercise

At least once, in each year, the Fire Safety Monitor will conduct evacuation exercises.

No notice of these exercises will be given. However they will be conducted so as not to disrupt the general course of the working day (external sales etc. will not be excluded from these exercises).

All personnel will treat this as a Real Life situation (even if they know it is only an exercise), not to do so will be a disciplinary offence and dealt with as per the company manual.

The result of the exercise will be recorded in the log book.

Clocking in and out

This is necessary, in the event of a fire, to enable the Health and Safety Controller to inform the Fire Brigade of any personnel still remaining in the building.

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Fire

In the event of the Fire Alarm being sounded, the Health and Safety Controller, or nominee, will conduct a head count, of all personnel, at the Assembly Point (in the car park). He / she will check the people against the Peg Board in Intrastats, to ensure that all personnel have evacuated the building then ensure that this information is passed to the Fire Brigade.

The Directors and Team Leaders have access to the Peg Board in Intrastats Employee or the tablet can be removed from the wall and taken out.

Appendix 1.

The following personnel are delegated as Health and Safety Controller:

Helen J Lamb -

In her absence the following will provide nominated cover:

Derek Lamb / Steve Nixon