

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 in the particular area you are in.
3. There will be regular Fire Safety exercises, conducted and recorded by the Fire Safety Monitor. When the Alarm goes off you will treat this exercise as if “Real Life”, and leave the building in the same manner as if in a Real Fire situation. The Fire Safety Monitor is also responsible for ensuring that all personnel are out of the building, and liaising with the Fire Brigade.
4. There will also be regular testing of the Fire Alarm; advance notice will be given so as not to disrupt working processes by persons leaving the building. 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.

In the event of Fire

5. Press the ALARM button
6. 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. Extinguishers are only to be used by trained personnel.
7. **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.
8. **DO NOT** tackle large fires.
9. Switch off electricity where possible.
10. Turn off oxygen at the cylinders if possible.
11. If the fire persists, vacate the premises via the nearest exit.
12. Ensure all colleagues are out of the room you are vacating.
13. **DO NOT** remain at your place of work, or return for private possessions.

14. Close non-escape doors behind you.
15. **DO NOT** turn your back to the fire - keep your back to an exit.
16. Report to Fire safety Monitor (or nominee) at your Assembly Point.

Fire Alarm Testing

On the 5th of every month (or first Monday after), the Fire Safety Monitor, or nominee, will test the Fire Alarm.

The Alarm will be activated after regular work hours, and will last for a duration of no more than:
2 - 3 seconds.

Prior notice will be given and there will be no need for anyone to leave his / her place of work.

Upon completion of the test, the Fire Safety Monitor, or nominee, will be recorded.

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.

Clocking in and out

The clock machine is not there purely for accounts purposes. The “In-Out” tabs are an immediate indication of precisely who is or is not in the building at any one time. Therefore all personnel must at all times ensure that they have moved the tab to the correct position for their particular times.

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

Fire

In the event of the Fire Alarm being sounded, the Fire Safety Monitor, or nominee, will conduct a head count, of all personnel, at the “Assembly Point” (in the car park). He / she will ensure, by checking the clock cards and tabs, that all personnel have evacuated the building, and will ensure that this information is passed to the Fire Brigade.

Appendix 1.

The following personnel are delegated as Fire Safety Monitors:

Helen J Lamb -

In his absence the following will provide nominated cover: