

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

# **EMERGENCY FIRE PLAN**

FOR PREMISES

AT

STATION ROAD

SWINESHEAD

PE20 3PW

Approved by the Board on 30 June 2020

## **CONTENTS**

- 1 General Policy
- 2 Procedures / Guidance
  - 2.1 General Staff Instruction
  - 2.2 Fire Safety
  - 2.3 Fire Precautions
  - 2.4 Fire Action Procedure
  - 2.5 Evacuation Procedures for Disabled Persons
  - 2.6 Fire safety Co-ordinator
  - 2.7 Trained Personnel
  - 2.8 Evacuation Drills
  - 2.9 Training, Instruction and information
  - 2.10 Building Alterations
  - 2.11 Fire Risk Assessments
  - 2.12 Monitoring and Audit
3. Detail Information
  - 3.1 Fire Extinguisher Locations
  - 3.2 Escape Routes
4. Fire Risks
  - 4.1 Main Risks
5. Risk Analysis
  - 5.1 Office
  - 5.2 Workshop
  - 5.3 General Store

## 1 **GENERAL POLICY**

It is the policy of Black Sluice Internal Drainage Board, to ensure that all employees, contractors and visitors are protected from the risks of fire. With this aim appropriate fire safety measures shall be taken. In addition, appropriate evacuation procedures shall be developed, implemented and periodically tested. All employees shall be provided with sufficient appropriate fire awareness training and instruction. The premises shall comply with relevant fire safety legislation and recognised good practice.

The main legislation relevant to this is:

### **The Regulatory Reform (Fire safety) Order 2005**

## 2. **PROCEDURES / GUIDANCE**

### 2.1 **General Staff Instruction**

All staff must be familiar with the fire procedures as required by **The Regulatory Reform (Fire safety) Order 2005** and the **Health & Safety at Work, etc. Act 1974**.

Fire procedures are posted throughout the building and can be found on exit routes normally adjacent to fire alarm call points.

All staff must ensure that they are familiar with the means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should be familiar with the fire assembly point, which is indicated in the fire procedure for the building.

If you have to evacuate the premises:

- **DO** exit quickly and calmly
- **DO** go directly to open air
- **DO NOT** stop to collect personal belongings
- **DO** close the doors behind you

Sounders, Push button howlers or gong type are strategically located in each workplace building and new employees must be shown their location as part of their induction, or on them being exposed to new or significant risks together with the location of fire extinguishers.

Portable fire extinguishers are sited in 'high risk' areas and at regular intervals on corridors / exit routes.

Any instructions given by the management must be complied with as they are exercising their duties outlined in the Health & safety Policy.

## 2.2 Fire safety

Fire safety is everyone's responsibility. All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical / gas appliances, the safe use, storage and disposal of hazardous / combustible materials and compliance with the requirements of the building smoking policy.

To this end all contractors will be required to be provided with a copy of the general fire safety policy and to provide suitable risk assessments for the work undertaken.

## 2.3 Fire Precautions

Fire resisting doors must be kept closed at all times (unless there are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and / or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority.

Any obvious or suspected damage to, or misuse of, the fire alarm or fire fighting equipment must be reported immediately.

## 2.4 Fire Action Procedure

**Any person suspecting or discovering a fire shall:**

- If circumstances dictate, or if ordered to do so, leave the building by the nearest available exit route.
- Use the fire extinguishers (if required) to assist in the evacuation of the building.
- Raise the alarm vocally or nearest sounder point whilst evacuating.
- Call the Fire brigade direct by dialling 999 and give the correct address of the building and any other information they require.
- If possible, tackle the fire with the correct type of extinguisher - **but only** if there is no risk to oneself **and** practical, "**hands on**" training has previously been undertaken.

### **Any person hearing a report of fire or a fire alarm shall:**

- Leave the building by the nearest available fire exit route
- Go directly to the assembly point
- Never re-enter the building until instructed to do so by a member of the Fire Brigade or your supervisor or manager. Never re-enter a building whilst the alarm is still sounding.
- Instructions given in an emergency evacuation by nominated staff must be followed.

## **2.5 Evacuation Procedures for Disabled Persons**

Individuals having a disability, which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided, will have a personal emergency evacuation strategy drawn up. This evacuation strategy will be specific to the needs and abilities of the individual in question.

### **Wheelchair users and persons with mobility impairment**

The wheelchair user must notify an official of the details of their personal evacuation strategy. If, due to the nature of the illness / injury, the individual cannot be removed from their wheelchair without risk of serious injury, movement to a point of temporary refuge will be considered as part of the personal evacuation strategy.

It is essential that wherever possible co-ordinators are aware of staff or visitors to the building who have specific emergency evacuation needs.

### **Deaf / Hearing impaired Persons**

There are no visual fire signals within the building. Deaf or hearing impaired persons who are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm.

### **Blind / Visually impaired Persons**

Blind / visually impaired persons are advised to identify himself or herself to an official or member of staff rather than wait until an evacuation takes place.

## **2.6 Fire Safety Co-ordinator**

The Building shall have a Fire Safety Co-ordinator who will normally be your supervisor or manager. In the event of evacuation of the building the Fire safety Co-ordinator will liaise with the emergency services.

The Fire safety Co-ordinator will:

- remain at the fire assembly point until told to stand down by the senior officer from emergency services.
- check-in each group as they arrive and make note of their responses.
- provide this information to the senior officer from emergency services on request.

- inform the senior officer from emergency services of the location of any member of staff, contractor or visitor who is waiting for evacuations in a refuge.
- provide information gathered during the evacuation.

The Fire Safety Co-ordinator on this site is Daniel Withnall. Substitute Andrew Scott.

## 2.7 Trained Personnel

Where there are a significant number of people, it is not practicable to have a roll call or keep a formal fire register. Similarly, where there are a significant proportion of 'mobile' people at any given time, specific locations are not predictable.

In such cases, responsible persons are appointed to assist in the safe evacuation of all staff and visitors present from pre-designated areas of the building.

Responsible persons will be familiar with all the exit points for their area and will direct staff and visitors towards the most appropriate available exit.

Additionally, fire safety training allows any responsible person to act as Fire Co-ordinator and to be the first point of contact with the Emergency Services when they arrive on site.

It must be stressed, however, that staff are **NOT** trained to be fire fighters. Their main function is to assist the progress of the evacuation and to report its progress to the fire safety Co-ordinator.

### **When the alarm sounds or vocal fire alarm is given**

- Direct staff and visitors towards the **nearest available fire exit**.
- Maintain a steady flow of people evacuating the building and prevent 'bottlenecks' building up by redirecting staff and visitors towards other available exits (so that they are not placed at risk).
- direct staff and visitors away from potential sources of fire, where these are known.
- ensure (so far as is reasonably practicable) that the floor is clear or is actively evacuating.
- leave the building themselves by the nearest available exit.
- report to the Fire Safety Co-ordinator (who will be at the fire control point) on the status of their area (staff/visitor accountability, fire location(s)).
- remain with the Fire Co-ordinator so that they can be re-deployed to aid in controlling other aspects of the evacuation or to be at the disposal of the senior officer of the emergency services on site.
- take part in a short de-brief session with the Fire Safety Co-ordinator once permission to re-enter the building is given.

## **2.8 Evacuation Drills**

In accordance with fire safety Legislation, fire evacuation drills will be carried out at least annually.

The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also time the evacuation and compare the time to a previously determined acceptable time limit based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date. The results of each evacuation drill should be recorded in the fire safety log book.

## **2.9 Training , Instruction and Information**

An appropriate person shall give all new employees fire safety induction training in the first week of employment. this will include identification of escape routes, location of fire extinguisher and call points, where assembly point is and any local hazards that they need to be aware of.

The training must:-

- Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by employees in order to safeguard themselves and other relevant persons on the premises.
- Be repeated periodically where appropriate
- Be adapted to take account of new or changed risks to the safety of the employee.
- Be provided in a manner appropriate to the risk identified by the risk assessment
- Take place in normal working hours.

Training must include:-

- Actions to be taken on discovering a fire or on hearing the fire alarm
- The method of raising the alarm
- The method of calling the fire services
- Correct evacuation procedures and location of fire assembly points
- How to use portable extinguishers (if safe to do so).

## **2.10 Buildings Alterations**

When alterations are being planned the company will ensure that the requirements of relevant fire safety legislation / recognised standards are considered and that the proposed facilities meet the requirements.

## **2.11 Fire Risk Assessments**

In accordance with fire safety legislation, fire risk assessments should be carried out annually. The Risk assessments shall be amended as necessary when circumstances require it (e.g. Building changes). The fire risk assessments shall be reviewed whenever any changes to structure, layout or usage of the building takes place to ensure their on-going relevance and adequacy.

## **2.12 Monitoring and Audit**

Supervisor / manager should, as part of their day-to-day duties and during inspections, ensure that fire safety measures are in place and are working as they are intended to.

Fire safety shall be included in the safety Management System audits carried out by Supervisors / managers.

The system is also to be serviced periodically, not to exceed six months, by a competent person (alarm engineer). During a 12 month period, servicing is to include operation of all manual call points and testing of detectors. All testing and maintenance to be documented in a log book.

## **3. DETAILED INFORMATION**

### **3.1 Location of Fire Extinguishers**

Office	Reception:	6 litre water with additive. 2kg carbon dioxide
	Maintenance Office:	6 litre water with additive. 2kg carbon dioxide.
	Operations & Byelaw:	6 litre water with additive. 2kg carbon dioxide.
	Ground floor near lift:	6 litre water with additive. 2kg carbon dioxide.
	Kitchen:	Fire Blanket. 2kg Powder
	Top of Stairs:	6 litre water with additive. 2kg carbon dioxide
	Finance & Admin Office:	6 litre water with additive. 2kg carbon dioxide
	Workshop	Main Door Side Wall



	Back Wall	6 litre foam 3 kg powder
Storage Area	Main Door	9 litre foam
	Side Emergency door	9 litre foam
	Back Wall	9 litre foam
	Canteen	9 litre foam
	Under stairs	2 x 1kg powder

Water additive fire extinguishers are best used for:  
Class A fires, wood, paper, material, cloth

Carbon Dioxide Extinguishers CO2s are designed for Class B and C (flammable liquid and electrical) fires only.

Fire blankets are made of fire-resistant materials. They are particularly useful for smothering fat pan fires or for wrapping around a person whose clothing is on fire.

Powder extinguishers are suitable for Class A (paper wood textiles), B (flammable liquids, petrol, paints etc) & C (flammable gases, propane and butane) fires. They can also be used effectively on electrical fires

Foam spray extinguishers, (AFFF Aqueous Film Forming Foam), are ideal for multi risk situations where both Class A (paper, wood and textiles) and Class B (flammable liquids) are likely to be found. Foam spray extinguishers are especially suitable for Class B fire involving flammable liquids such as oils, spirits, fats and certain plastics.

### **3.2 Escape Routes**

Maintenance Director Office & Secure Store:	Leave building via escape door in rating office.
Engineer Office:	Leave through reception and front doors.
Reception:	Through front doors.
Finance & Admin Director Office:	Along corridor, down stairs and leave through emergency door.
Planning & Byelaw / Operations Office:	Leave via emergency door or into workshop and through workshop exit door.
Project Director Office:	Down stairs and leave through emergency door.
Chief Executive Office:	Down stairs and leave through emergency door.
Finance & Admin Department:	Along corridor, down stairs and leave through emergency door.

Board Room:	Into corridor, down stairs and outside via emergency door.
Workshop	Through main door or exit door to south side of building.
Main Storage Area	Through main door onto south side of building, or through fire exit doors on side or rear of the building.

### 3.3 **Assembly Point**

The assembly point for evacuees from the office is in the car park in front of the office building.

The assembly point for evacuees from the workshop and general store is on the south side of the building.

## 4. **Fire Risks**

### 4.1 **Main Risks**

Office	Electrical Equipment Gas Boiler Electrical appliances in kitchen Air Conditioning units
Workshop	Welding Equipment Gas Boiler Grinder Power Tools Batteries Oils
Store Area	Stored Materials (paint, timber etc) Parked equipment Waste materials
External Storage areas	Diesel Tanks

## 5. RISK ANALYSIS

### 5.1 Office

#### 5.1.1 Electrical Equipment

**Risk:** Computers could short circuit or fail and catch fire.

**Consequence:** Fire spreading to furniture

**How risk managed:** Review equipment before end of life.  
Renew any faulty equipment.  
Modern electrical system.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Satisfactory</b>

#### 5.1.2 Gas Boiler

**Risk:** Boiler catching fire.

**Consequence:** Fire in kitchen.

**How risk is managed:** Annual servicing of boiler.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Satisfactory</b>

### 5.2 Workshop

#### 5.2.1 Welding and Cutting Equipment

**Risk:** Sparks causing fire.

**Consequence:** Fire in combustible material.

**How risk is managed:** Partitions round welding area.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Satisfactory</b>

### 5.2.2 Electrical Equipment

**Risk:** Grinders or other equipment could catch fire.

**Consequence:** Fire spreading to machinery

**How risk managed:** Review equipment before end of life.  
Renew any faulty equipment.  
Regular testing.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Satisfactory</b>

### 5.3 General Store

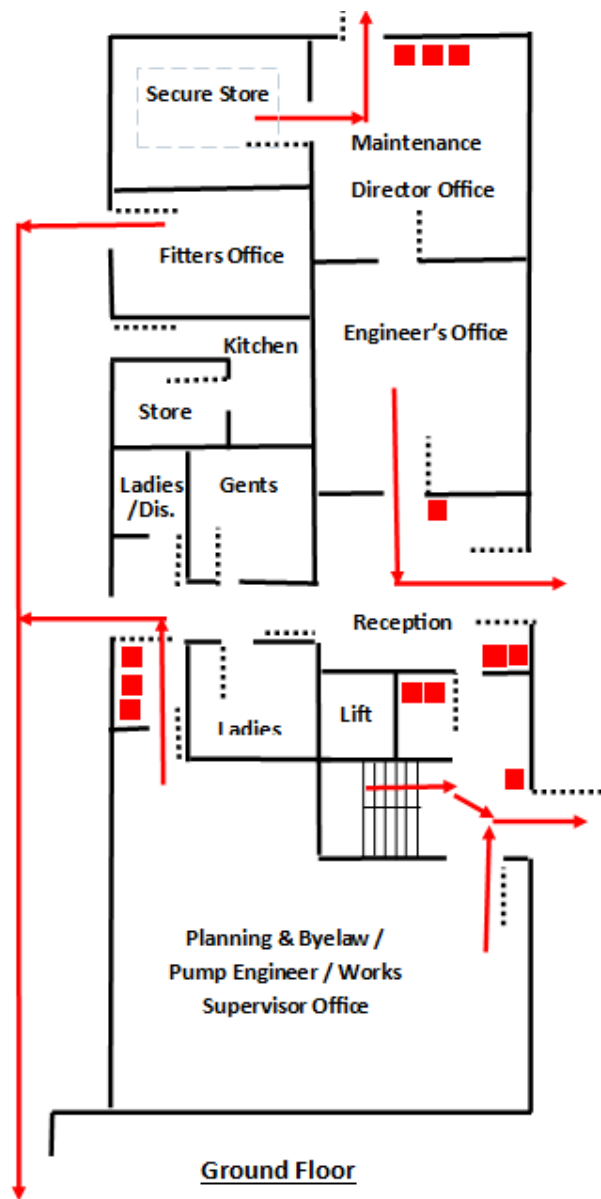
#### 5.3.1 Machinery

**Risk:** Machinery short circuits causing fire.

**Consequence:** Fire spreading

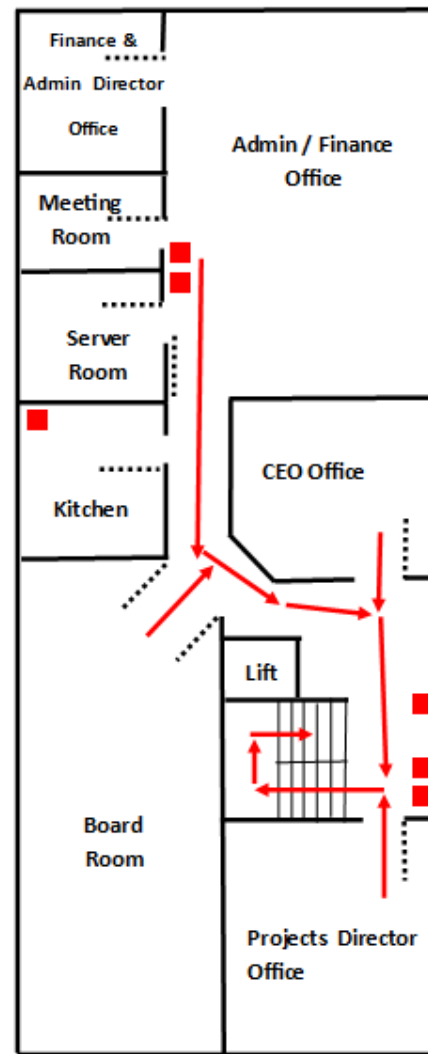
**How risk managed:** Review equipment before end of life.  
Renew any faulty equipment.  
Regular testing.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Satisfactory</b>



Ground Floor

Fire protected staircase & lift shaft



First Floor

**Key**

Door opening .....

Fire Extinguisher ■