

Greenwich HQ Fire Policy

Emergency & Fire Safety Procedures

ACTION TO BE TAKEN BY A PERSON DISCOVERING A FIRE		
1.	Staff and Visitors Procedure for: Discovering a fire	<ul style="list-style-type: none"> ⇒ Raise the Alarm (operate nearest fire alarm call point) ⇒ Call fire Brigade (dial 999) ⇒ Attack the fire with nearest (appropriate) extinguisher but without personal risk ⇒ Leave premises immediately by nearest available exit ⇒ Assemble at the assembly Point ⇒ Remain at the assembly point until a roll call is taken ⇒ Follow the instructions of the senior staff member ⇒ Disabled persons will be assisted to a point of safety (if applicable)
2.	Visitors Procedure for: Hearing the fire alarm	<ul style="list-style-type: none"> ⇒ Leave premises immediately by nearest available exit ⇒ Assemble at the assembly Point ⇒ Remain at the assembly point until a roll call is taken ⇒ Follow the instructions of the senior staff member/Fire Wardens ⇒ Disabled persons will be assisted to a point of safety
3.	Number of staff	150 (Controlled access to visitors)
4.	Occupancy type	Education
5.	Occupancy limits	As required
6.	Evacuation procedures Roll Calls	Leave by nearest designated Exit (quickest & safest route) Carried out by: Senior staff member

Twin Group consisting of: Twin Training International (Reg: 3118260), Twin Employment & Training (Reg: 07334749) and WAVA Ltd. (Reg: 5914029). 12 Lambard Square, SE10 9GB

7.	How the Fire Brigade (and any other emergency services) are to be called and who is responsible	Dial 999 (Senior staff member present)
8.	Fire warning system	Manual Call Point System - Main fire alarm panel located in reception
9.	Key escape routes	Four exit doors available- Access to exit routes to be kept clear at all times
10.	Assembly points	At Front of building - in the corner of Woolwich road and Vanbrugh Hill
11.	Duties and identities of employees with specific responsibilities	Morne du Toit has overall responsibility for fire safety
12.	Arrangements for safe evacuation of persons identified as being especially at risk from fire Sleeping Disabled	To be implemented as required N/A If applicable any disabled visitors will be assisted out by staff. If any staff are temporarily physically impaired, a staff member will be appointed to assist in the event of an evacuation
13.	Firefighting equipment provided	Fire extinguishers located at several points Water/ Carbon dioxide/ Foam/ Powder Access to fire points to be kept clear at all times
14.	Security	Premises secured at night/security alarm

15.	Procedures for liaison with Fire Brigade on arrival	Senior staff member to relay all relevant information – conformation regarding evacuation and fire location
16.	Training needed by employees and arrangements for giving such training	Fire extinguisher training and staff annual training of fire plan contents, periodical fire drills. All new arrivals trained on induction.
17.	Isolation of power/equipment	Server room
18.	Fire Brigade information Plans Special risks	Layout plans displayed in reception N/A
19.	Fire safety Signs	Directional signs to be visible Fire action signs at fire alarm call points
20	Emergency Lighting	Emergency lighting is provide
21.	Control of Contractors	All contractors will only carry out work approved and supervised by management. Any contractor operating with apparatus producing heat spark or flame will be issued with a hot work permit
22.	Cease work checks	<p>Prior to leaving the premises. The senior staff member will carry out a check for latent fire hazards. i.e.</p> <ol style="list-style-type: none"> 1. All electrical appliances turned off 2. All combustible waste removed 3. All flammable liquids store in cabinets 4. All cylinders shut off 5. All internal doors shut 6. Premises secured
23.	Combustible materials/storage	N/A
24.	Flammable liquids	N/A

25	Hot work Processes/spraying processes	<p>Whilst hot work processes are carried out (welding grinding etc) no flammable liquids are to be used. All flammable liquids are to be stored in flammable liquid cabinets. Conversely no use of flammable liquids whilst hot work is in progress</p> <p>All contaminated rags/materials to be disposed of in metal bins and removed from the premises as soon as is practical</p>
26	Smoking	No smoking within the premises.
27.	Electrical appliances/fittings	<p>All portable appliances to undergo annual test</p> <p>Any faulty electrical equipment is to be switched off & removed</p> <p>Mains electrical installations will be tested 5 yearly</p>
28.	Periodical checks and inspections by staff:	<p>Means of escape – daily Fire extinguishers – monthly Fire door and fire exits - weekly Fire Alarms – Weekly Emergency lighting – Monthly</p> <p>All tests & inspections to be recorded</p>