



Fire Safety Policy

Part I: Policy details

1. What does this policy cover, and who is covered?

CreoPlan Ltd takes fire safety very seriously. We aim to ensure the safety of all persons who are in, on, or in the vicinity of, any premises from which we conduct our business activities. This includes safety from fire and its effects.

Fire hazards can occur in multiple ways. We expect all our staff to understand where the dangers lie, how to avoid the risks arising, and how to handle a break out should it occur.

We follow all applicable legal, regulatory requirements and codes of practice.

2. Who does it apply to?

All CreoPlan Ltd's employees and anyone else working for CreoPlan Ltd, including consultants, contractors, volunteers, interns, casual and agency workers.

3. It is not part of your employment contract

This policy is not part of your contract with CreoPlan Ltd. We, CreoPlan Ltd, may amend this policy at any time.

4. The consequences of non-compliance

For our employees, non-compliance with this policy will be treated as misconduct and a disciplinary matter and handled under our disciplinary policy.

For all other individuals or businesses contracting with CreoPlan Ltd, if your activities breach our fire safety policy and you place the health and safety of others or our business premises and equipment at risk, we will handle this under the terms of our contracted relationship.

Subject to those terms, we may well treat such non-compliance as a terminable event entitling us immediately to cease our contractual relationship and to seek damages for any loss or harm caused to us as a result.

5. Questions and reporting hazards

Lee Leggett is CreoPlan Ltd's responsible person. They are responsible for CreoPlan Ltd's overall fire safety compliance.

This means that:

- by law, they are called the Responsible Person when it comes to fire safety
- within CreoPlan Ltd, they take responsibility for ensuring that CreoPlan Ltd:
 - acts at all times to reduce the risk of workplace fire
 - ensures a safe place of work for all staff and visitors
 - develops and maintains a robust fire safety plan that accurately reflects and predicts risks and concentrates on life preservation, not equipment preservation
 - has a top-down commitment to fire safety from top management all the way across and throughout the company structure
 - has clearly established and allocated roles and responsibilities for fire safety
 - regularly assesses risks of ongoing business and our compliance with our fire safety plan, as well as risks and compliance of any new projects; and monitors and keeps accurate records of the performance of staff and our business against them, including the details of evacuation drills, any incidents and how they were resolved and what staff training has been carried out
 - regularly conducts staff training on fire safety and enforces compliance with this policy and our fire safety rules
 - engages someone competent to conduct regular fire risk assessments (this might not be the fire safety officer but an expert appointed for this purpose)
 - ensures that all staff have knowledge of emergency evacuation plans – especially plans and solutions for staff who are disabled, for whom personal emergency evacuation plans must be developed in conjunction with that less able person (and stored in hard copy at their usual workplace)

CreoPlan Ltd is committed to ensuring that our responsible person is in a position to support those responsible for the implementation and maintenance of this policy, ensuring that they have enough authority to exert influence and be able to communicate effectively to both our staff and our senior management.

If you have any questions or you need to report a hazard, you should contact our fire safety officer on the details below:

- Main phone number: 03303800671
- Sally.Kelly@creoplan.co.uk

Sally Kelly, who has been appointed by them as CreoPlan Ltd's 'fire marshal':

- Ensure each working day that all exits are available and useable
- Ensure firefighting equipment is in the designated places (weekly)
- Ensure all new staff are given induction training
- Check and test the fire alarm (weekly)
- Ensure completion of the Fire Risk Assessment
- Ensure the regular servicing of the fire alarm and any emergency lighting
- Ensure the regular servicing of fire-fighting equipment (as per manufacturer instructions or at least yearly)
- Ensure electrical appliances are made subject to PAT testing each year
- Provision of refresher training for staff once a year
- Completion of a quarterly fire drill

Part II: Your fire safety obligations and responsibilities

1. What is meant by a fire hazard?

Fire hazards include:

- portable electrical appliances (such as kettles, toasters, hairdryers, heated hair-styling equipment, desk lamps, desk fans, computers, etc.)
- loose or hanging cables, damaged plug sockets and/or light switches
- smoking or use of other fire-generating items/equipment (candles, fire-lighters, etc.) on our premises or in close proximity to it
- blocked fire escapes/damaged fire-exit locks
- piles of paper, boxes or files around workspaces, in corridors, cupboards and/or fire-exit areas

2. Your duties and responsibilities

CreoPlan Ltd expects you to:

- be alert to any fire hazards and immediately report any concerns to our fire safety officer or fire safety champion
- ensure that you are not the cause of any fire hazard by:
 - not leaving permitted electrical appliances plugged in when they are not being used (including kettles, toasters, hairdryers, heated hair-styling equipment, desk lamps, desk fans, etc.)
 - turning off your computer, where relevant, when not in use and disconnecting laptops entirely from any plug socket before you leave the building at the end of your working hours each day
 - not using portable electrical radiators, heaters, fan units or other heat-generating appliances (including kettles, toasters, microwaves, hairdryers, heated hair-styling equipment, etc.) without the prior consent in writing of our fire safety officer
 - not smoking, lighting candles or otherwise handling matches, fire lighters or other fire-generating items on our premises (no barbecues!)
 - not damaging plugs, cables, wiring, lights and/or lighting equipment
 - not blocking fire escapes, e.g. by piling items in front of these exits
 - not leaving papers, files and other flammable items piled on, in or around your workspace, rather than keeping them in lockable, fire-safe containers, (e.g. filing cabinets) or practising a paperless office strategy
 - not handling or storing chemical or flammable goods unless you have the express knowledge and consent of the fire safety officer
 - not engaging anyone to carry out maintenance, renovation, refurbishment etc. works of any nature on our premises without the express prior consent of the fire safety officer
 - not tampering with any fire equipment
- only using any equipment that you have been permitted by your line manager or our fire safety officer to use, and only for the purpose for which it is intended
- report:
 - any fire safety equipment, such as extinguishers or fire blankets, that are missing or look damaged

- any plug sockets or other electrical interfaces that are not working or look damaged or that have been misused/look as if they have been
- comply immediately and responsibly with any fire evacuation orders, whether practice drills or real evacuations
- attend fire safety and any other health and safety training sessions that we request. Our fire safety officer and/or the fire safety champion will inform you what training is relevant to your role and contracted duties to CreoPlan Ltd
- properly use any fire safety equipment that you have been trained and authorised to use by our fire safety officer
- ask questions and/or report a concern of/to our fire safety officer or our fire safety champion, wherever you are not sure if something constitutes a fire hazard or if you are permitted to use a particular item on our premises
- sound the alert, evacuate and call 999 – do not tackle any fire hazard on your own, unless you have been properly trained to do so