



Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate, South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)
Tel: 07787788811 Email: dgap@hotmail.co.uk

FIRE SAFETY POLICY MANUAL 02 - V5 2020

FIRE SAFETY AT WORK

Introduction

Workplace fires can cause harm, injury and death. Fires are estimated to cost industry over 1 billion pounds each year. Fire damage may be so extensive that organisations never recover financially or regain public confidence. Environmental impacts caused by work related fires may continue for many years after the event.

Why do we need to have fire precautions?

According to the Home Office, UK Fire Authorities attended over 167,150 workplace fires in 20017/18. These resulted in the deaths of 334 people, while over 7,300 employees were injured after they suffered burns or the effects of smoke inhalation, and non-fatal injuries.

Tactical Security Options Ltd considers that its most valuable asset is its employees. Protecting those employees along with, visitors, clients, contractors, members of the public and its buildings stock from the adverse impact of fire is of vital importance to this Company.

Fire legislation requires employers to have in place effective fire safety arrangements.

Compliance with these arrangements will help ensure our or clients premises have effective fire safety arrangements in place and will assist in ensuring compliance with all fire safety legislation.

Who is responsible for ensuring adequate fire safety arrangements are in place?

The management of Fire Safety within each premise is ultimately the **responsibility of the most Senior Manager or the person identified as having control of the premises** with regard to the activities carried out. For the purpose of this document this person shall be known as - the **Duty Holder**.

Duty Holder

While the Duty Holder may delegate the duties involved in fire safety he/she cannot delegate responsibility. Any person delegating fire safety duties must ensure the recipient fully understands and is able to comply with those duties.

Duties the Duty Holder may delegate could include:

- Fire risk assessments
- Fire Marshal /Warden
- Visual inspection of fire fighting equipment



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- Visual inspection of fire routes and emergency exits
- Weekly fire alarm testing
- Provision of fire drills

Duty Holders' may allocate more than one of the above duties to the same individual. Any individuals nominated for these duties must be provided with appropriate and adequate training.

A list of premise Duty Holders can be accessed on the network via the management access of their IT systems.

Some services within our company may have occupied buildings or premises that may be managed, on behalf of the client or our company, under a Service Level Agreement (SLA) by our Contracts Division. These Service Level Agreements may cover:

- Thorough fire alarm inspection and maintenance
- Full emergency lighting inspection and maintenance
- Thorough fire extinguisher inspection and maintenance

If the building is not under a Service Level Agreement covering all the above items, the Duty Holder must ensure equivalent standards of arrangements are in place and maintained.

Tactical Security Options Ltd have trained managers in Health and Safety who are available to advise and assist other managers and/or Duty Holders in all matters relating to these arrangements. They can be contacted on 07787788811 Failing this outside consultancy agencies are accessible for more professional

What do we do to ensure we have adequate fire safety arrangements?

1. Carry out a fire risk assessment

As a result of changes in Fire legislation, some premises and properties may have been issued with a Fire Certificate, while others may not. The Fire Authority will no longer issue Fire Certificates. **Regardless of whether or not a Fire Certificate has been issued a fire risk assessment must be carried out, fire certificates are no longer in service.**



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Under the Fire Precautions (Workplace) Regulations in 1997 the primary responsibility for the management of fire safety in the workplace lies with the employer.

Current fire and health and safety legislation clearly defines that all **employers must carry out a suitable and sufficient fire risk assessment for all workplaces under their control**. Carrying out the fire risk assessment will help to determine if the present controls in place are adequate and it will highlight areas where further controls are required.

On completion of the fire risk assessment, if further controls are required, an action plan has to be agreed, developed and implemented.

It is the responsibility of the Duty Holder to ensure a fire risk assessment is carried out and that any actions agreed are implemented.

The Management Team will have, or will on request, undertake an assessment of all premises. The assessment will provide information regarding the physical fabric of the building, some of this may relate to fire protection or prevention. This information may be useful in contributing to the overall fire risk assessment. Assessments of the physical fabric of the building will be carried out every 5 years, following significant changes or on request.

Further guidance on carrying out a fire risk assessment can be found in appendix 1

A fire risk assessment proforma can be found in appendix 2

Fire risk assessment training can be accessed via our Management Team.

2. Prepare an emergency plan

All workplaces must have an emergency plan. The plan must include the actions to be taken by staff in the event of fire, the procedure for evacuation and the arrangements for calling the emergency services.

The plan must be in writing, be kept on the premises, brought to the attention of all employees and be readily available to employees. The plan will form the basis for training staff in emergency procedures. The plan must be available for inspection by the Fire Authority and the Management Team should they request it.

The emergency plan must include:

- a) The action employees should take if they discover a fire.
- b) How people will be warned if there is a fire.



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- c) How the evacuation of the workplace should be carried out.
- d) Where people should assemble after they have left the workplace and procedures for ascertaining that the workplace is fully evacuated.
- e) Identification of key escape routes, how people can gain access to them and escape from them to places of safety.
- f) The fire fighting equipment provided.
- g) The duties and identity of employees who have specific responsibilities in the event of an emergency.
- h) Arrangements for the safe evacuation of people identified as being especially at risk, such as people with disabilities, contractors, members of the public and visitors.
- i) Where appropriate, any machines, processes or power supplies that need stopping or isolating in the event of fire.
- j) Specific arrangements, if necessary, for high fire risk areas of the workplace.
- k) How the Fire Authority and any other necessary emergency services will be called and who will be responsible for doing this.
- l) Procedures for liaising with the Fire Authority on arrival and notifying them of any specific risks, e.g. the location of any gas cylinders.
- m) What training employees require and the arrangements for ensuring that this training is given.

If a workplace is in a building that is shared with other employers or occupiers the emergency plan should be drawn up in consultation with those employers, the owners and any other persons who have control over parts of the building.

3. Have a suitable fire detection and fire warning system

All Company workplaces must have a suitably effective system for detecting and warning occupants in the event of fire. The fire risk assessment will help identify the most appropriate system.



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Where the fire risk assessment indicates that there may be a delay in a fire being detected by the occupants of the workplace and that such a delay could put people at a greater risk than an automatic fire detection and alarm system must be provided.

In smaller domestic type, premises that sleep fewer than six people, a mains wired interlinked smoke and heat detector system may suffice as an alarm system, providing that the detectors will be sufficiently audible throughout the whole of the building.

Any premises in the company's control providing multiple sleeping accommodation and where fires may develop undetected must be provided with mains wired automatic smoke and heat detection linked to an alarm system.

It is the intention of Tactical Security Options Ltd on their venues, to recommend to its clients that they **ensure that all alarm systems are linked to an alarm-receiving centre. Where reasonably practicable**. This will maximise the effectiveness of any automatic fire detection system and ensure the most prompt response from the Fire Authority.

All smoke and heat detection equipment and alarm systems must be fully compliant with the relevant British Standard and must be fitted by competent persons.

4. Have adequate means of escape in the event of a fire

All Company premises must have clearly identified emergency exit routes. These routes and the exits themselves must be kept clear at all times.

To determine the adequacy of means of escape the following points should be considered:

- a) Emergency routes and exits must lead as directly as possible to a place of safety.
- b) In the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible.
- c) The emergency routes and exits must be capable of allowing the safe and timely evacuation of the maximum number of persons who may be in the building at any one time.
- d) Emergency doors should open in the direction of escape.
- e) Sliding or revolving doors must not be used for exits specifically intended as emergency exits.



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- f) Emergency doors must only be locked or fastened in a way that they can be easily and immediately opened by any person needing to use them in an emergency. Locks requiring keys are not suitable for emergency doors.
- g) Emergency routes and exits must be indicated by appropriate signs.
- h) Emergency routes and exits that require illumination must be provided with emergency lighting that is of adequate intensity should normal lighting fail.

Advice on emergency lighting is available from our Management Team.

5. Provide fire fighting equipment

The Duty Holder must ensure that:

- All Company premises must have sufficient and suitable fire fighting equipment in place for trained employees to use. The equipment provided must be appropriate to the type and level of risk present. Any staff expected to use such equipment must be trained and instructed in its proper use.
- Fire extinguishers should be sited on exit routes and near to emergency exit doors. They should be located on suitable brackets, or similar, at approximately waist height. The location and the type of fire the extinguisher is suitable for fighting must be clearly identified by appropriate signage.
- All staff are provided with a basic knowledge of the different types of extinguishers and the fires they are provided to fight. They should also be made aware of the potential dangers of using the wrong type of extinguisher.
- There are sufficient numbers of employees present at all times who are sufficiently trained in the use of the fire-fighting equipment provided. This requirement will be met by ensuring there are always adequate numbers of fully trained Fire Marshals /Wardens on duty.

The primary purpose of fire fighting equipment is to assist in the safe escape from the building.
The Management Team are available to provide advice and assistance on the appropriate number, types and location of fire extinguishers.

Training in fire safety and the use fire fighting equipment may be accessed through the Management Team or your Line Manager.



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6. Provide all employees with instructions and information on fire safety

All employees must receive instructions and information on the emergency procedures that are in place. This should be provided, initially, during the induction process and refreshed at suitable intervals (minimum 12 months) or following significant change. It is crucial that employees who work in the premises outside normal hours, such as cleaners etc, are included in any training.

It is important that employees are informed of any changes to the emergency procedures before they are implemented.

The type of instructions and information given should be based on the particular features of the workplace and:

- Should explain the emergency procedures.
- Take account of the work activity, the duties and responsibilities of employees;
- Take account of the findings of the risk assessment; and
- Be easily understood by all employees.

The instruction and information should include:

- a) The action to take on discovering a fire.
- b) How to raise the alarm
- c) The action to take upon hearing the fire alarm
- d) The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- e) The arrangements for calling the Fire Authority.
- f) The evacuation procedures and location of the assembly point.
- g) The location and, when appropriate, the use of the fire-fighting equipment.
- h) The location of the escape routes, especially those not in regular use.
- i) How to open all escape doors, including the use of any emergency fastenings.
- j) The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- k) Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire.
- l) The reason for not using lifts.
- m) The importance of general fire safety and good housekeeping.

7. Carry out fire drills

Fire drills must be carried out on a regular basis and, other than where risk assessment or other factors such as temporary building arrangements dictate a higher frequency, a minimum of two drills per year are required.



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Fire drills should be used to check that all staff understand the fire procedures and also provide the opportunity to introduce any changes that may be necessary. All occupants of the building must take part but no one should be put at risk and where for example, elderly or disabled people are involved, the object should be to rehearse the procedures as far as is reasonably practicable.

The details of each fire drill should be documented in the Premises Fire Safety Log Book

8. Test and maintain fire safety equipment.

Carry out regular visual **inspections** and routine **tests**

In-house testing is the responsibility of the **Duty Holder**. Nominated persons who have received the appropriate training may carry out the following visual inspections and tests. Details of their training must be recorded in the Premises Fire Safety Log Book.

Fire alarm tests

Daily checks

Check that the fire alarm panel indicates normal operation or, if not, that any fault indicated is dealt with by calling the service company. If a fault is reported an entry should be made in the **Premises Fire Safety Log Book**.

When a reported fault has received attention and has been cleared, again, an appropriate entry must be made in the logbook.

Weekly checks

The following tests should be made every week to ensure that the system is capable of operating under alarm conditions:

A different fire alarm call point should be operated to test the ability of the equipment to receive a signal and to sound the alarm and operate any other warning devices. An entry must be made in the Premises Fire Safety Log Book quoting the particular fire alarm call point that has been used to initiate the test.

- Check the audibility of the sounder, i.e. bell, klaxon, etc.
- Check that, where fitted, automatic door releases function correctly, that the doors fit fully into the frame and the gap between double doors is 3mm or less.
- Check that, where applicable, automatic relays for the disconnection of building services function correctly.



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Interlinked smoke alarm system tests

Weekly checks

The detectors in the system must be activated to check audibility and ensure that the interlinking is functioning. The test must be recorded in the logbook.

In the case of domestic type smoke alarms, the batteries must be routinely changed as per manufacturers recommendations with a record made in the logbook.

Battery changes, cleaning, etc. of **electric mains wired smoke detectors** must only be carried out by a suitable qualified electrician.

Emergency lighting systems

Daily checks

An inspection should be carried out every day to ascertain that:

- Any fault recorded in the Premises Fire Safety Log Book has been reported and action instigated.
- Any indicator lamp or device of each self-contained luminary indicates normal operation.
- Every lamp in a maintained system, that is continuously lit, is illuminated.
- The main control or indication panel of each central battery system indicates normal operation.
- Any fault found is recorded in the Premises Fire Safety Log Book and the action taken noted.

Further, more technical, statutory testing of emergency lighting is required at regular intervals. Technical Services under Service Level Agreement will carry out this testing.

If the building is not under a Service Level Agreement, the Duty Holder must ensure equivalent standards of arrangements are in place and maintained.

Maintain fire safety equipment

Within each of the premise the Duty Holder must ensure themselves that standards of all fire safety equipment is maintained as per the service level arrangements and schedules.

Buildings that do not have a Service Level Agreement with outside companies to maintain fire safety equipment must ensure equivalent or superior standards of arrangements are in place and maintained. This is the responsibility of the Duty Holder.



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9. Premises Fire Safety Log Book.

The Duty Holder must ensure that all the required fire safety information including, test dates, fire safety training, fire drill dates, inspection dates and any other relevant records are entered in the Premises Fire Safety Log Book.

The Premises Fire Safety Log Book must be kept up to date, on the premise and be readily available for inspection by the Fire Authority or members of The Management Team.

Premises Fire Safety Log Books are available from The Management Team

What you need to do – Duty Holder

- Ensure a suitable and sufficient risk assessment has been carried and any resulting actions implemented
- Ensure there are adequate numbers of trained Fire Marshal /Warden
- Ensure firefighting equipment is regularly inspected and maintained
- Ensure fire escape routes and emergency exits are regularly inspected and kept clear at all times
- Ensure fire detection and alarm equipment is regularly inspected, tested and maintained
- Ensure regular fire drills
- Contact the Management Team if further advice, support or assistance is required

What you need to do – Fire Marshalls / Wardens

- Ensure you fully understand and are able to carry out your duties as a Fire Warden / Marshall
- Attend Fire Warden / Marshall training as and when required
- Report to the Fire Marshall or premises Duty Holder any fire hazards or breaches in fire safety provision



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What you need to do - Employees

- Ensure you are fully conversant and able to comply with all emergency procedures relating to your workplace
- Ensure you attend any fire safety training that is provided
- Notify line management of any weaknesses or breaches in the fire safety arrangements that you become aware of

What you need to do – Management Team

- Provide advice, support and assistance on the above arrangements to Managers and / or Duty Holders
- Facilitate fire risk assessment training
- Facilitate fire awareness training
- Facilitate Fire Marshal /Warden training
- Provide Premises Fire Safety Log Books

What you need to do – Asset Management

- Provide an assessment of the physical fabric of the building with regard to Fire Safety

What you need to do – Management Support

- Provide under service level agreement:
 - Fire alarm inspection and maintenance
 - Emergency lighting inspection and maintenance
 - Fire extinguisher inspection and maintenance
 - Install / maintain emergency lighting



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Appendix 1

Five Steps to Fire Risk Assessment

STEP 1 - IDENTIFY THE HAZARDS

- Possible sources of ignition
- Flammable liquids or gases
- Structural features that could facilitate the spread of fire or smoke
- Combustible materials that are:
 - stored or used
 - furniture or fittings
 - part of the structure or its fittings

STEP 2 – IDENTIFY THOSE AT RISK & WHERE THEY MIGHT BE LOCATED

- Staff
- Clients
- Pupils
- Visitors
- Members of the public
- Contractors
- People with a disability

STEP 3 – EVALUATE THE HAZARDS AND IMPLEMENT IMPROVEMENTS

- Consider if the current fire safety provision is adequate or if improvements are required
- Eliminate, avoid or control the fire hazards you identify

STEP 4 – MANAGE THE RISK

- Record the findings
- Prepare an emergency plan
- Train all staff in the fire precautions

STEP 5 – REVIEW THE ASSESSMENT

- Regularly review the assessment (minimum annually)
- Review the assessment following significant changes in the building, the activities carried out, items within the building or the persons



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Appendix 2

Fire Risk Assessment Proforma
(see attached)



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This policy has been approved & authorised by:

Name: Dave Pattinson Stacey Vivian

Position: Managing Director

Date: April 2020

Signature: