

Introduction

AllCleans247 Ltd is committed to ensuring the health and safety of all employees. To this end, this guidance and information sets out steps that the Company is taking in order to ensure our employees understand fire safety at work, alongside expectations that are placed upon employees.

Introduction

What goes through your mind when you see reports and pictures of fires at industrial premises and other workplaces on the TV or in the papers? Do you ever think about the people there, how the fire affected them at the time and how they're going to make a living now that their workplace has been destroyed?

We've not had a serious fire but that doesn't mean it couldn't happen here today or tomorrow. A fire could move through this place very quickly, destroying our building, equipment and our livelihoods—and maybe injuring some of us on its way.

Our number one fire prevention tool is you. We rely on all of you to watch for fire hazards and to report them or eliminate them. And if a fire does break out, we depend on you to react appropriately.

An assessment of the fire risk and fire safety precautions has been completed for our workplace. The building and fire safety precautions have been assessed against recognised national standards and are up to scratch. We have suitable fire alarms, fire extinguishers, fire doors and escape routes. They are all designed to ensure your safety in the event of a fire and to make sure that you can quickly leave the building.

They are not particularly designed to protect the building so everything you do to protect yourself and colleagues from an uncontrolled fire will protect the building, our workplace and our jobs.

Key Points to consider:

Precautions

- ✓ Make sure you know how to operate the fire alarm and the alarm sound.
- ✓ Report any damage to the fire alarm, fire detection, or firefighting equipment to your supervisor.
- ✓ Make sure you know the evacuation procedure, the fire wardens and where your escape routes are.
- ✓ Clear rubbish and waste as you go; put in suitable waste bins and make sure they are emptied regularly.
- ✓ Close windows at night.
- ✓ If you see, or smell smoke, investigate immediately.
- ✓ Be aware of the risks from any flammable materials used or stored on the premises.
- ✗ Don't block escape routes.
- ✗ Do not wedge fire doors open.
- ✗ Never attempt to dispose of rubbish by burning it.
- ✗ Don't use temporary heaters or electrical equipment unless authorised





Tool Box Talk
Fire Safety

and correctly installed.

- ✘ Do not cover or place combustible materials near fixed or portable lighting.
- ✘ Do not smoke anywhere other than designated “smoking” areas.
- ✓ Make sure there is a Permit to Work in place when “Hot Work” is to be carried out and that appropriate precautions are in place to control all associated risks.
- ✓ Treat fire drills seriously, learn from them.

In The Event of Fire



- ✓ If there is a fire alarm system e.g., break glass points, operate it and call 999, or send someone to dial 999.
- ✘ Do not try to tackle a workplace fire if you haven't been trained to do so.
- ✓ If you have been trained to use a fire extinguisher decide quickly whether to tackle the fire or evacuate, but always obey instructions given by a Fire Warden or Premises Manager.
- ✘ If you do decide to tackle the fire make sure that you will have a clear escape route in case you are unsuccessful.

- ✓ Always keep your back to the escape route as you fight the fire, to ensure you are not cut off.

DO NOT PUT YOUR LIFE IN DANGER.

- ✘ Beware of smoke billowing round you. More people are killed by smoke than by heat.
- ✓ If you have a visitor with you guide them to safety in accordance with your fire safety instructions.
- ✓ When evacuating always close doors behind you. This will contain the fire and smoke and may help protect others.
- ✓ Where appropriate, stop machines and processes and isolate power supplies.
- ✓ If you have a PEEP, personal emergency evacuation plan, or are nominated to assist someone with a PEEP follow the instruction in the plan.

YOUR PRIORITY IS TO GET OUT OF THE BUILDING TO A SAFE ASSEMBLY POINT.

- ✓ Make your way to your assembly point as quickly and safely as possible and await further instructions.
- ✘ Do not attempt to use a lift.
- ✘ Do not return to the building until instructed by the building manager.
- ✓ When the fire brigade arrives, leave things to them unless they specifically ask. They have the training, the equipment and the experience, so keep out of their way until they say it's OK to go back in.



Remember:

If you have any concerns about fire safety speak to your supervisor, manager or safety representative.

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Fire Safety



I have read and understood the above text and will practice this through my work methods.