

QUALITY & SERVICE LIMITED

FIRE SAFETY POLICY STATEMENT

INTRODUCTION

Quality and Service Limited is committed to its statutory and moral obligation to comply with the requirements of:

- The regulatory reform (Fire Safety) Order 2005
- The general duties conferred by the health & Safety at Work etc. Act 1974 and the various regulations made thereunder in relation to the protection of life from fire; and, where necessary
- The Building Regulations 2000 (as amended)

This Policy applies to premises occupied by Quality and Service and supports the statements contained within our General Health & Safety Policy Document. The Fire Safety Policy identifies all procedures that must be followed by all employees and other relevant persons in the event of a fire emergency.

Quality and Service have an external audit carried out annually which includes Fire Safety within our ISO 9001:2008 accreditation.

GOOD HOUSEKEEPING AND THE PREVENTION OF FIRE

Good housekeeping and sensible fire precautions will reduce the possibility of a fire occurring. Poor housekeeping will not only make the outbreak of fire more likely but will inevitably allow a fire to spread more rapidly.

It is the duty of the occupier to ensure that: -

- The means of escape is clearly signed and kept clear of obstructions
- There is adequate means of escape in case of fire by which everyone is able to reach a place of safety without being overcome by smoke, toxic gases, heat or flames.
- Escape routes and exits are available for use, unobstructed, and that doors can be easily and immediately opened from the inside.
- The means for fighting fire with which the premises are provided are maintained in efficient working order.
- Persons employed to work in the premises receive instruction on what to do in case of fire
- Where fire doors are provided to safeguard against the spread of smoke or fire, a regular check is made of the self-closing device to ensure it functions correctly. The use of wedges or any other device to hold open fire doors is not allowed
- All fire exit doors can be easily and immediately opened from the inside without the use of a key
- There is no accumulation of rubbish, wastepaper or other materials, which could catch fire
- The firefighting equipment is in order, unobstructed and in place.
- Material which could readily catch fire is not left near to a source of heat.
- There are adequate facilities for the disposal of smoking materials and that cigarette ends are not left smouldering.

FIRE PLAN

A responsible person should set up, manage and run the fire plan and should be in overall charge of fire precautions training.

Fire procedures should include the following: -

- Raising the alarm
- Calling the Fire Service
- Evacuating the building
- Use of portable firefighting equipment ensuring no personal risks are taken
- Assembling at a pre-selected assembly point
- Calling the roll



Managing Director

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