

## FIRE SAFETY

All employees and learners will be made aware of the location of fire extinguishers, escape routes and assembly point on appointment. Fire safety procedures will be drawn to the attention of visitors by the Receptionist. In the event of a fire, the person discovering it should immediately **RAISE** the fire alarm. And then warn all other occupants close by.

The fire Brigade will be called immediately by Anthea Bradburne – Principal or Kevin Clarke Vice Principal. The call should be made from a mobile phone if she/he would be in danger making it from their desk.

Upon the warning being given all employees will immediately evacuate the building by the nearest fire-exit and proceed to their designated Fire Assembly Point in the Park (**Lyme Valley**).

This instruction will be given to all new employees during induction training and repeated during refresher training to all employees at least annually. It is displayed at strategic points around the premises also.

Emergency evacuation exercises will be conducted at least quarterly to test preparedness.

The Fire Marshalls will ensure that all occupants have been **EVACUATED** and will liaise with the Chief Fire Officer on arrival of the **FIRE BRIGADE**.

No one must attempt to re-enter the building until the Chief Fire Officer gives permission.

Fire Marshalls & Staff/s are responsible to ensure;

- All routes to emergency fire exits, including passageways, corridors must be maintained free from obstruction at **ALL TIMES**.
- Fire extinguishers must be maintained and are in their stipulated positions at all times and easily accessible.
- All staff must be clear on fire alarm points and fire exits (see attached to refresh your memory).

H&S Officer will ensure that fire extinguishers are serviced annually and are maintained in good condition.

**TERRY PARKES**

**HEALTH/SAFETY CO-ORDINATOR**

On behalf of Marson Garages (Wolstanton) Limited T/A Martec Training

**Date January 2012**