

EMERGENCY EVACUATION & FIRE POLICY



Policy Statement

SCCS Survey Equipment Limited strives to promote Health, Safety and Welfare, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

The Company recognises that it has a responsibility to provide a safe working environment. It carries out its operations in a manner that eliminates or minimises safety risks to any person who might reasonably be affected by its acts or omissions.

Policy Aim & Commitments

Policy Aims

1. Establish a framework for the safe evacuation of SCCS personnel and visitors in the event of emergency.
2. Reduce the risk of (fire) hazards being realised.
3. Comply with all the requirements of UK Health & Safety legislation.

Company Commitments:

1. Completion of suitable and sufficient risk assessment.
2. The provision & upkeep (and/or replacement) of suitable fire extinguishing media.
3. The upkeep of emergency evacuation routes & exits.
4. Suitable maintenance of alarm call points
5. Suitable provision for testing of emergency systems & recording of results.
6. Provision for emergency evacuation practice.

Employee Commitments:

SCCS personnel shall be required to observe and comply with the following obligations:

1. Take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions whilst at work in accordance with all Company Health & Safety Policy, training and other guidance.
2. Ensure they have a clear understanding of the content of this evacuation policy.
3. Notify any dangerous and/or fire hazards to the Management Team immediately.
4. Where hazards are identified, take responsibility for safely eliminating that hazard (where appropriate).
5. Not to compromise the effectiveness of any equipment (such as fire extinguishers) which have been supplied for safety reasons.
6. Raise the alarm in the event of a situation requiring the emergency evacuation of personnel, visitors and contractors on SCCS premises.
7. Ensure any visitor or contractor on SCCS premises is securely escorted to the assembly point in the event of evacuation.

Scope

This policy applies to:

1. All SCCS personnel.
2. Visitors to and contractors working on SCCS premises.
3. SCCS personnel engaged in work activities off SCCS premises.

EMERGENCY EVACUATION & FIRE POLICY

Policy Reference:	014.8.2014.PL
Revision No:	14
Revision Date:	02/10/2023
Date of 1 st Issue:	12/03/2014
Reviewed by:	Roz Wankling
Approved by:	Kevin Smith

Definitions

1. "Company" shall mean SCCS

1. Legal Requirements Applicable

The Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999.

2. Fire Risk Management

2.1 Elimination and reduction of risks

- 2.1.1 Fire risks will be risk assessed and hierarchy of controls implemented. Sources of fire risk will be eliminated wherever possible.
- 2.1.2 All fire exit routes/ pedestrian routes shall be kept clear from obstruction at all times.
- 2.1.3 Exit routes will be clearly signed.
- 2.1.4 Suitable & sufficient alarm call points will be made available and will be regularly tested.
- 2.1.5 Suitable & sufficient fire extinguishing media will be provided & maintained.
- 2.1.6 Fire exits will be regularly checked to ensure they are in safe working order.
- 2.1.7 All personnel are required to maintain good housekeeping whilst working to include the segregation of potentially combustible materials from sources of ignition.
- 2.1.8 The Company has arranged an emergency assembly point in the event of the need to evacuate the premises.

2.2 Principles of fire control

- 2.2.1 Fire requires the presence of all three of the following conditions:
 - 2.2.1.i Fuel Source (liquids, wood, paper, flammable gas)
 - 2.2.1.ii Oxygen (from the air or from oxidising substances).
 - 2.2.1.iii Ignition sources (hot surfaces, sparking tools, electrical equipment, flames)
- 2.2.2 Remove of one condition in 2.2.1 above should avoid fire. Extinguishing media work on this principle.
- 2.2.3 The key methods for extinguishing a fire are:
 - 2.2.3.i **Cooling:** reducing the temperature by taking out the heat.
 - 2.2.3.ii **Smothering:** limited the oxygen supply.
 - 2.2.3.iii **Starving:** limiting the fuel supply by removing sources of fuel.

2.3 Maintenance arrangements

- 2.3.1 Daily and weekly inspections undertaken by SCCS
 - 2.3.1.i Call point testing on rotation.
 - 2.3.1.ii Fire doors (integrity and in working order).
 - 2.3.1.iii Access/egress free from obstruction.
 - 2.3.iv Testing of emergency lighting.
 - 2.3.v Fire escape routes maintained and correctly signed.

EMERGENCY EVACUATION & FIRE POLICY

Policy Reference: 014.8.2014.PL
Revision No: 14
Revision Date: 02/10/2023
Date of 1st Issue: 12/03/2014
Reviewed by: Roz Wankling
Approved by: Kevin Smith

3. Evacuation Management

3.1 Emergency Evacuation Route Signage

3.1.1 Fire exit routes are noted by a green sign showing a man in white and an arrow. This shows the route to follow.

3.2 Fire extinguishing media and its use

3.2.1 It is Company Policy to vacate the premises rather than fight a fire, however fire extinguishing media is available for the protection of all personnel and other persons on site. Designated fire wardens at SCCS are competent to use fire extinguishers.

3.2.2 Fire extinguishers are fitted with an anti-tamper tag (evidence of their suitability for use in the event of tackling a fire).

3.2.3 When using a fire extinguisher do not compromise your own safe evacuation. Maintain a safe exit route at all times.

3.2.4 Use an extinguisher as directed on the extinguisher and operate safely (correct media for fire type and avoid freeze burns to self).

3.2.5 Guidance on suitable extinguishing media for classification of fire appear below:

	USE	DON'T USE
WATER	Wood, paper, textiles	Liquid, electrical or metal fire
FOAM	Flammable liquids	Electrical or metal fire
CO2	Electrical	Metal fire
POWDER	Electrical, flammable gas	Metal fire

3.3 Summary of Evacuation Plan

Condition/Response

On discovering fire:

- 1 Raise the alarm: (activate a call point by pressing hard against the glass and shout fire!) Evacuate via your nearest (safe) exit, alerting others as you go.

On hearing a fire alarm (continuous bell):

- 2 Evacuate via your nearest (safe) fire exit.
- 3 Escort any visitor or contractor on site (accompany them).
- 4 Walk. Do not run.
- 5 Do not stop to collect your personal possessions.
- 6 The assembly point is located at the entrance of the car park (grassed area).
- 7 Under no circumstances re-enter the premises until the all clear is given by Management.
- 8 Emergency services will be called by the Emergency Services Liaison

3.4 Assigned & General Responsibilities

Who	Responsibility
Roz Wankling	Fire Warden – Downstairs toilets, Kitchen, Cleaning cupboard, Training Room
Ian Harper	Fire Warden – Repair Lab, Repair Office, 2 x Computer
Simon Boston	Fire Warden – Despatch, Workshop
Kevin Tingey	Fire Warden – Hire Store, New Store, Off-Hire
Chris Turner	Fire Warden – Rail Room, Warehouse
Simon Williams	Fire Warden – Main Office First Floor, MC Office, 3 x Meeting Rooms
Charlene Smith	Fire Warden – Upstairs Toilets, Shower Room
Stuart Stamford	Fire Warden - Mezzanine
All Staff	Evacuation of visitors & contractors
All Staff	Evacuation of self

EMERGENCY EVACUATION & FIRE POLICY

Policy Reference:	014.8.2014.PL
Revision No:	14
Revision Date:	02/10/2023
Date of 1 st Issue:	12/03/2014
Reviewed by:	Roz Wankling
Approved by:	Kevin Smith

3.5 Visitor Management

- 3.5.1 All SCCS personnel are responsible for the safety of visitors and contractors to SCCS premises.
- 3.5.2 Visitors and contractors must be briefed on evacuation arrangements by the member of personnel being visited or responsible for the contractor.

3.6 Alternative Accommodation Arrangements

- 3.6.1 In the event of being unable to return to SCCS premises in the short-term arrangements have been made to provide temporary shelter and facilities.
- 3.6.2 Personnel will be informed and directed by Management and fire wardens in the event of 3.6.1 above being required.

4. Non-fire related emergencies

4.1 General

- 4.1.1 SCCS carries out low risk business operations.
- 4.1.1.1 The risk of an emergency evacuation through a cause other than fire is low although not impossible. Examples could include, for example: building collapse, violent trespassers', the release or spillage of dangerous levels of hazardous materials.

4.2 Summary of Incident Management plan

Condition/Response

On discovering a major incident:

- 1 Will the area need evacuation? If so, raise the alarm by shouting "Evacuate Area"
- 2 Will the whole office need evacuation? If so, raise the alarm but shouting "Evacuate Office"

On being notified of a major incident:

- 1. Evacuate Area if you hear the Evacuate Area alarm.
- 2 Remove to safe area and remain until given all clear by Management.
- 3 Evacuate Office if you hear the Evacuate Office alarm.
- 4. On evacuation of office follow the fire evacuation principles

Attending & assisting with an incident

- 1. Assess if it's safe to remain/approach the incident location. Stay safe!
- 2. Is someone in need of first aid or ambulance? Call a first aider and/or ambulance as required.
- 3 Ascertain what happened and relay information to first aider and/or emergency services.
- 4 Assist if required otherwise remove self from scene and follow evacuation procedure.

5. Maintenance & testing of emergency arrangements

- 5.1 Company premises have clearly signed evacuation routes & an assembly point.
- 5.2 Company premises contain fire extinguishing media suitable to the hazards present on site. This media is serviced at appropriate interval and/or replaced.
- 5.3 Fire Marshalls are trained & competent to use fire extinguishing media.

EMERGENCY EVACUATION & FIRE POLICY

Policy Reference:	014.8.2014.PL
Revision No:	14
Revision Date:	02/10/2023
Date of 1 st Issue:	12/03/2014
Reviewed by:	Roz Wankling
Approved by:	Kevin Smith

6. RIDDOR reporting

- 6.1 In the event of serious accident or incident it is likely a RIDDOR report will be required.
- 6.2 Please refer to the Accident Reporting Policy for full details of the procedure to follow and the circumstances requiring a report to the HSE.
- 6.3 It is imperative that RIDDOR reports are made in a timely fashion to comply with UK Health & Safety legislation.
- 6.4 Extinguishers are inspected at appropriate interval to check they are in their designated location, accessible, have not been damaged or discharged.
- 6.5 Emergency lighting is present and tested at appropriate interval to ensure it is in full working order.

7. Records

- 7.1 The Company will maintain records of safety audits and maintenance records.

8. Compliance & Review

- 8.1 Any employee found to be in breach of any requirement set out in this policy may be subject to disciplinary action as appropriate.

Signed:



Print name: Kevin Smith

Position: Managing Director

Revision No: 14

Date: 02/10/2023

Next review: 01/10/2024