

GENERAL STATEMENT

As a responsible employer having regard for the Regulatory Reform (Fire Safety) Order 2005 we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal duties. Our obligation includes the provision of a safe place of work where fire safety hazards are identified, assessed and fire risk minimized.

To assist us to manage and comply with our obligations, Pyramid Builders Limited will appoint and train fire marshals with specific responsibilities.

EMPLOYEE DUTIES

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with Pyramid Builders Limited in complying with any procedures that Pyramid Builders Limited introduce as a measure to protect the safety and wellbeing of staff, visitors and contractors. All employees are required to become familiar both with the emergency fire action notices and location of the assembly point(s).

COMMUNICATION

Pyramid Builders Limited will keep staff informed of any changes that are made to fire safety procedures and fire risk assessment. Pyramid Builders Limited will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

FIRE SAFETY PROCEDURES & RESPONSIBILITIES

Pyramid Builders Director has introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment will be completed in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and be reviewed annually. Fire safety procedures will be developed resulting from the assessment.
- However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include any alterations to the premises, new or revised work processes or in managing construction work or contractors.
- Fire marshals will be appointed and receive fire safety/awareness information, instruction and training appropriate to the activities carried out by Pyramid Builders Limited.
- Pyramid Builders Limited will provide a Fire Log Book with the fire marshals responsible for maintaining and updating it as necessary. Fire marshals will also be required to furnish the log book to a fire enforcement officer upon inspection.
- Regular fire safety inspections will be carried out and any defects requiring attention reported to the Director.
- The fire evacuation drill will be practiced at least annually, and the results reviewed after to gauge its effectiveness