



FIRE POLICY STATEMENT

General Statement

In the event of fire, the protection of life shall override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm must be raised immediately by the appropriate method, namely activating the "break glass points", normally located adjacent to fire exits.

This must be the first action taken on discovery of any fire, however small. WEC Group Limited refutes the notion that the alarm should be raised only in the event of a "large" fire.

All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person.

The company will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

The person responsible for summoning the fire brigade is **The Departmental Supervisor / Foreman**.

Only persons confident that they can fight the fire should attempt to fight the fire. Guidance on the circumstances under which fire fighting should be avoided or discontinued will be included in staff fire safety training.

Immediate evacuation of the area must take place as soon as the evacuate signal is given.

All occupants, on evacuation, should report to the pre-determined assembly points as listed below.

Re-entry of the area is strictly prohibited until the fire brigade officer, or senior manager in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the area.

Employees should report any concerns regarding fire procedures, so that the company can investigate and take remedial action if necessary.

Site Assembly (Muster) Points

- **Springvale Road offices & factory**
 - *Office car park gates

- **Britannia House offices, factory & Zen offices**
 - *Car park area to the rear of Mayfield flats directly across from the site main entrance gates on Junction Street

- **Special Projects, Laser Fabrication factory & Powder Coating Plant**
 - *Car park area to the rear of Mayfield flats directly across from the site main entrance gates on Junction Street and Laser gate.

- **Walker Park (Wec Machining building)**
 - *Outside main gate

- **Premier House (Wec Jet)**
 - *Outside main gate

- **"5750" Building –Liverpool**
 - *Outside office gate

- **Seafox Court building (Sherburn Metalwork)**
 - *Outside office reception

- **HTA Group - Coventry**
 - *Outside main gate

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with employees and their representatives:

- Ensure that any persons with hearing deficiencies on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building.

- Appoint persons to be responsible for specific procedures in the event of fire, including:
 - The person responsible for summoning the fire brigade

 - Fire Marshalls

- Those responsible for carrying out roll calls or supervising evacuation assembly points and responsible for liaising with the fire brigade on arrival;
- H&S Manager – If present, will assist the fire marshalls in the evacuation process.
- Regularly inspect the means of escape, and test and inspect fire-fighting equipment and fire warning systems
- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

Safe System of Work

Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, switchboard operator, fire warden, security control room operator, etc.

Do not rely on automatic fire warning systems; summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.

Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which fire fighting should be avoided or discontinued is included in staff fire safety training.

Evacuate the area as soon as the alarm is sounded.

Do not wait to conclude meetings or telephone calls or to collect belongings.

Switch off any equipment which, if left unattended, may itself constitute a fire hazard, if it's safe to do so.

As you make your escape, close doors, particularly those designated as fire resisting doors, if its safe to do so..

Report to the pre-determined assembly point(s). Do not re-enter the building until the fire brigade officer in charge or senior manager declares it is safe to do so.

Fire marshalls. Check that your area of the site has been evacuated and report this to the nominated person(s) at the designated evacuation assembly point(s).



Fire Marshalls. Liase with the fire brigade on attendance and arrange such assistance from the company as the fire brigade may require.

Summary Policy Statement

In the event of fire, the three most important actions are, in chronological order, to:

Raise the alarm.

Confirm the fire

Summon the fire brigade.

Evacuate the area — attempts to extinguish the fire should only be made if it is safe to do so.

Emergency Contact Numbers

Local Fire Service	999
Gas	0800 111999
Electricity	0800 1954141
Water	0845 6026340

MANAGING DIRECTOR,

STEVE HARTLEY

DATE

17/03/2021